

Microsoft

# Exchange

Server-2013

Lab Manual







# **Microsoft Exchange Server-2013**

**Mapped Course**

**Lab Manual**





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# Introduction

This lab manual is part of the courseware for the Microsoft Exchange Server 2013 training offered by Zoom Technologies.

Microsoft Exchange Server is one of the most popular mail servers in organizations across the globe. This lab manual comprehensively covers everything, from Exchange Server installation, to mailbox quotas, restrictions, content filtering and high availability configuration.

It's written in a clear and concise style, with step by step instructions and screenshots to make the life of the administrator easy. All exercises have been divided into sections:

- Objective
- Prerequisite
- Topology
- Configuration
- Verification

With this lab manual, the system administrator will become familiar with the nitty gritty of mail server configuration. Hopefully, this book will also serve him well in the course of his job.

We have taken care to ensure a high quality workbook. However, suggestions and feedback from the students are most welcome.





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## Lab – 1: Installation of Exchange Server-2013 Application

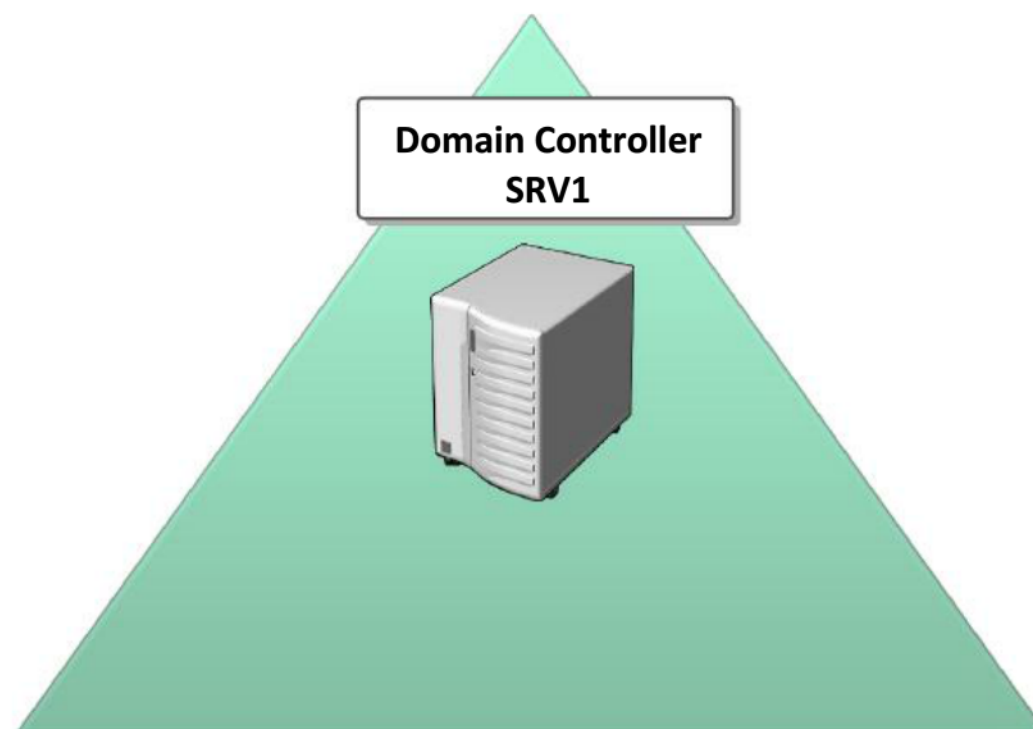
### Objective:

To install Exchange Server Application

### Pre-requisites:

- Computer with a Processor of minimum **1.6 GHz** speed or faster for production and minimum **8 GB of RAM** required.
- Computer running with **Windows Server 2012 Operating System**.
- **Domain Controller** with **DNS Service**.
- Run the following command in **Windows PowerShell** to install other required components  
Install-WindowsFeature AS-HTTP-Activation, Desktop-Experience, NET-Framework-45-Features, RPC-over-HTTP-proxy, RSAT-Clustering, RSAT-Clustering-CmdInterface, RSAT-Clustering-Mgmt, RSAT-Clustering-PowerShell, Web-Mgmt-Console, WAS-Process-Model, Web-Asp-Net45, Web-Basic-Auth, Web-Client-Auth, Web-Digest-Auth, Web-Dir-Browsing, Web-Dyn-Compression, Web-Http-Errors, Web-Http-Logging, Web-Http-Redirect, Web-Http-Tracing, Web-ISAPI-Ext, Web-ISAPI-Filter, Web-Lgcy-Mgmt-Console, Web-Metabase, Web-Mgmt-Console, Web-Mgmt-Service, Web-Net-Ext45, Web-Request-Monitor, Web-Server, Web-Stat-Compression, Web-Static-Content, Web-Windows-Auth, Web-WMI, Windows-Identity-Foundation
- Install **Microsoft Unified Communications Managed API 4.0** Core Runtime 64-bit in Mail Server
- Install **Microsoft Office 2010 Filter Pack 64 bit** in Mail Server.
- Install **Microsoft Office 2010 Filter Pack SP1 64 bit** in Mail Server.

### Topology:

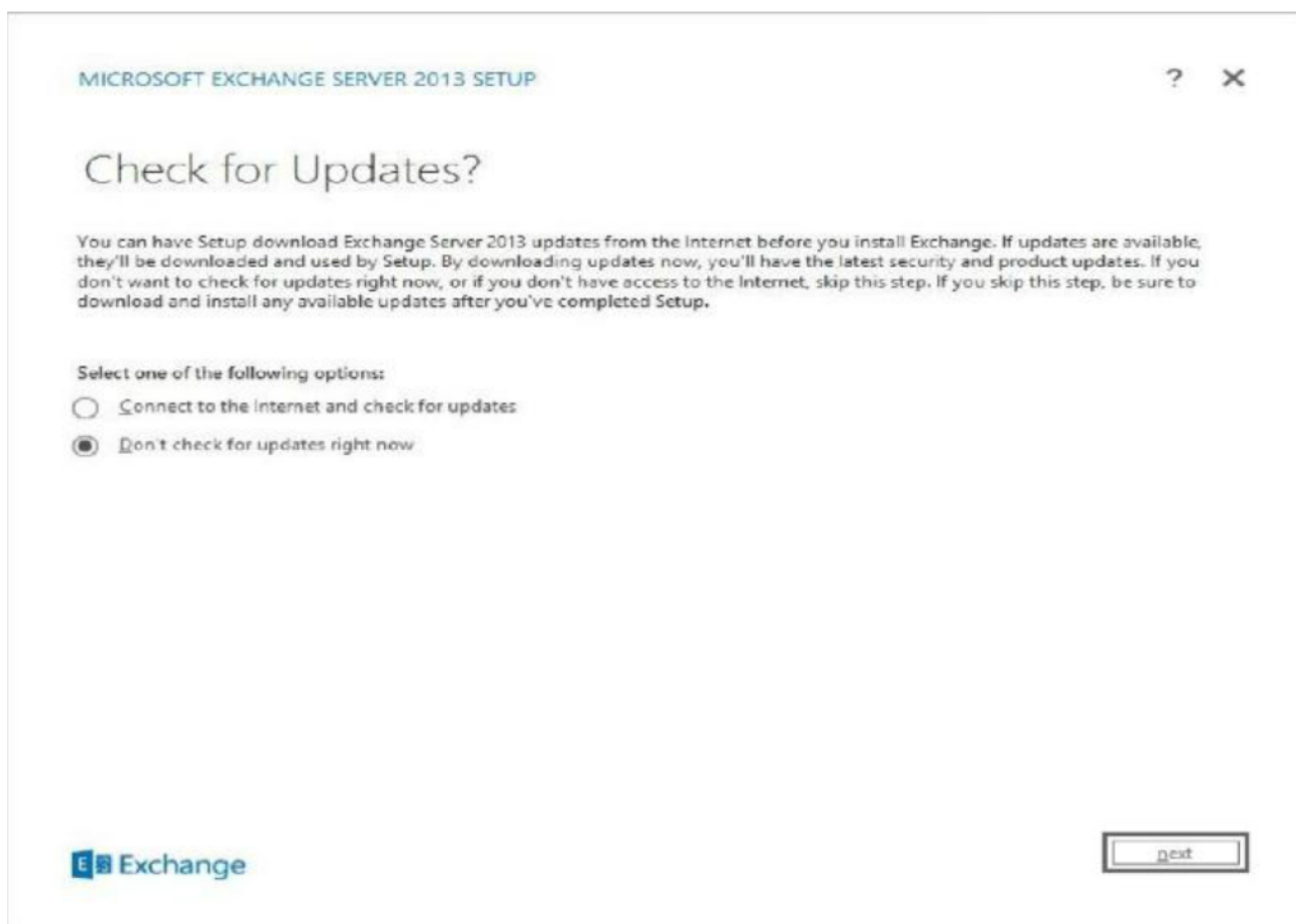




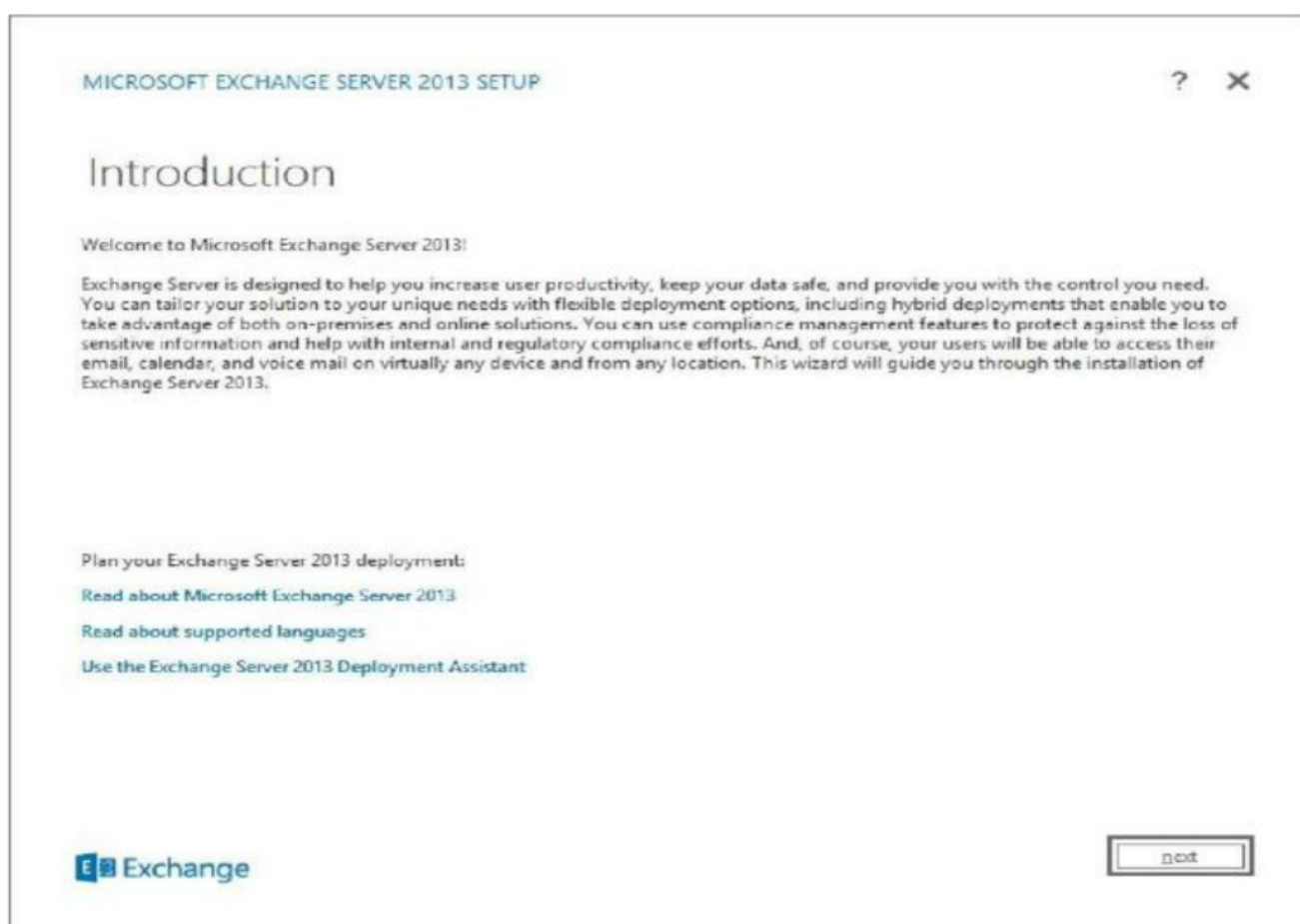
IP Address: 10.0.0.1  
Preferred DNS: 10.0.0.1

**Steps:**

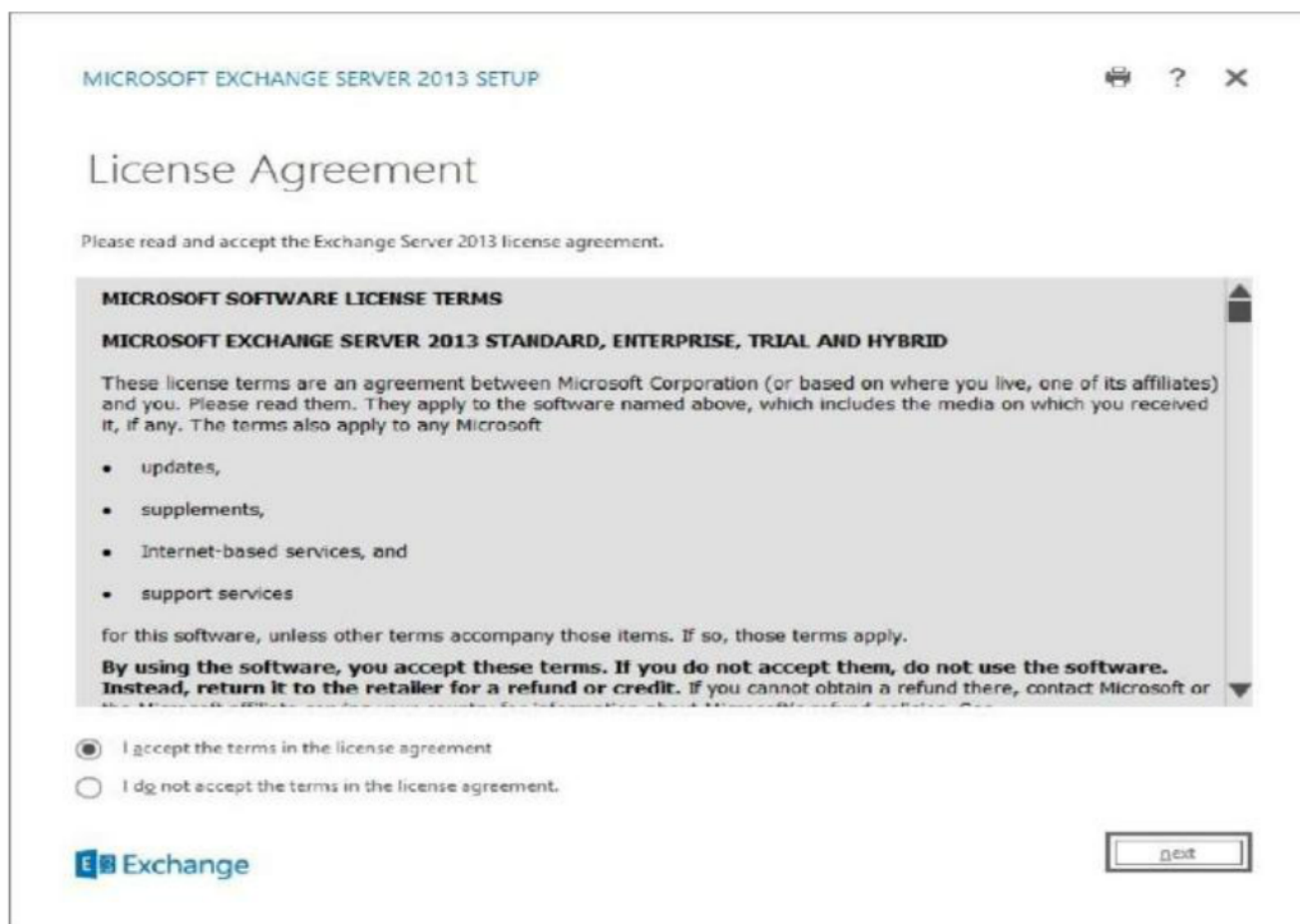
- Insert Exchange Server 2013 DVD and double click **Setup.exe**
- Select **Don't check for update**→ click **Next**.



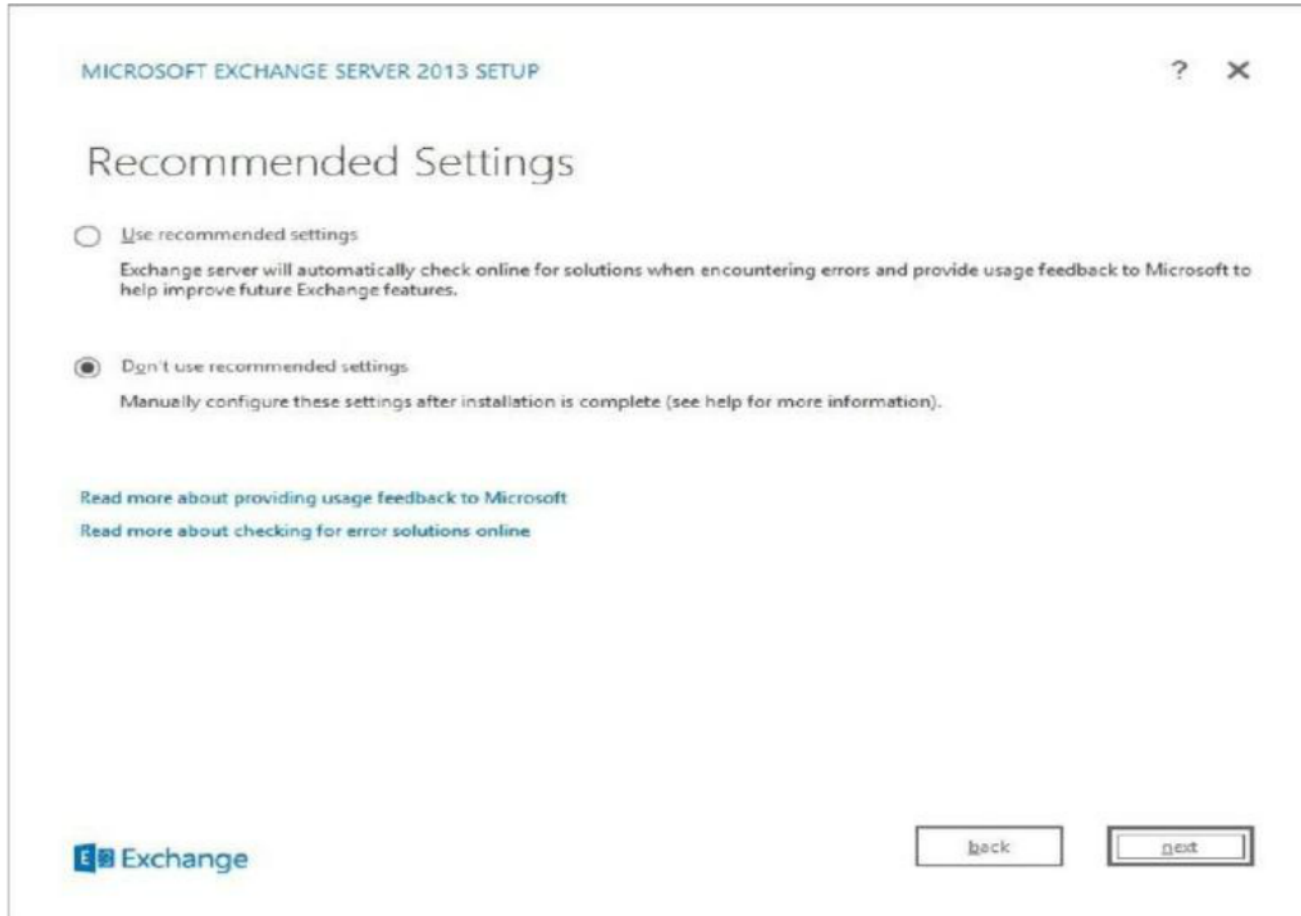
- Click **Next**



- Select **I accept**→click **Next**



5. Select **Don't use recommended settings**→click **Next**



- Check the box **Mailbox role & Client Access role**→click **Next**

MICROSOFT EXCHANGE SERVER 2013 SETUP

### Server Role Selection

Select the Exchange server roles you want to install on this computer:

- ☒ Mailbox role
- ☒ Client Access role
- ☐ Management Tools
- ☒ Automatically install Windows Server roles and features that are required to install Exchange Server

Exchange

back next

- Click **Next**

MICROSOFT EXCHANGE SERVER 2013 SETUP

### Installation Space and Location

Disk space required: 7869.3 MB  
Disk space available: 44165.9 MB

Specify the path for the Exchange Server installation:

C:\Program Files\Microsoft\Exchange Server\V15 browse

Exchange

back next



- Click **Next**

The screenshot shows the 'Exchange Organization' step of the Microsoft Exchange Server 2013 Setup. The window title is 'MICROSOFT EXCHANGE SERVER 2013 SETUP'. The main heading is 'Exchange Organization'. Below the heading, there is a text box labeled 'Specify the name for this Exchange organization:' with the text 'First Organization' entered. Below the text box, there is a checkbox labeled 'Apply Active Directory split permissions security model to the Exchange organization'. Below the checkbox, there is a paragraph of text explaining the Active Directory split permissions security model. At the bottom right, there are 'back' and 'next' buttons. The Microsoft Exchange logo is in the bottom left corner.

MICROSOFT EXCHANGE SERVER 2013 SETUP

## Exchange Organization

Specify the name for this Exchange organization:

First Organization

☐ Apply Active Directory split permissions security model to the Exchange organization

The Active Directory split permissions security model is typically used by large organizations that completely separate the responsibility for the management of Exchange and Active Directory among different groups of people. Applying this security model removes the ability for Exchange servers and administrators to create Active Directory objects such as users, groups, and contacts. The ability to manage non-Exchange attributes on those objects is also removed.

You shouldn't apply this security model if the same person or group manages both Exchange and Active Directory. Click '?' for more information.

Exchange

back next

- Select **No**→click **Next**

The screenshot shows the 'Malware Protection Settings' step of the Microsoft Exchange Server 2013 Setup. The window title is 'MICROSOFT EXCHANGE SERVER 2013 SETUP'. The main heading is 'Malware Protection Settings'. Below the heading, there is a paragraph of text explaining malware scanning. Below the paragraph, there is a section titled 'Disable malware scanning:' with two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. Below the radio buttons, there is a paragraph of text explaining that Internet access is required to download the latest anti-malware engine and definition updates. At the bottom right, there are 'back' and 'next' buttons. The Microsoft Exchange logo is in the bottom left corner.

MICROSOFT EXCHANGE SERVER 2013 SETUP

## Malware Protection Settings

Malware scanning helps protect your messaging environment by detecting messages that may contain viruses or spyware. It can be turned off, replaced, or paired with other premium services for layered protection.

Malware scanning is enabled by default. However, you can disable it if you're using another product for malware scanning. If you choose to disable malware scanning now, you can enable it at any point after you've installed Exchange.

Disable malware scanning:

☐ Yes

☒ No

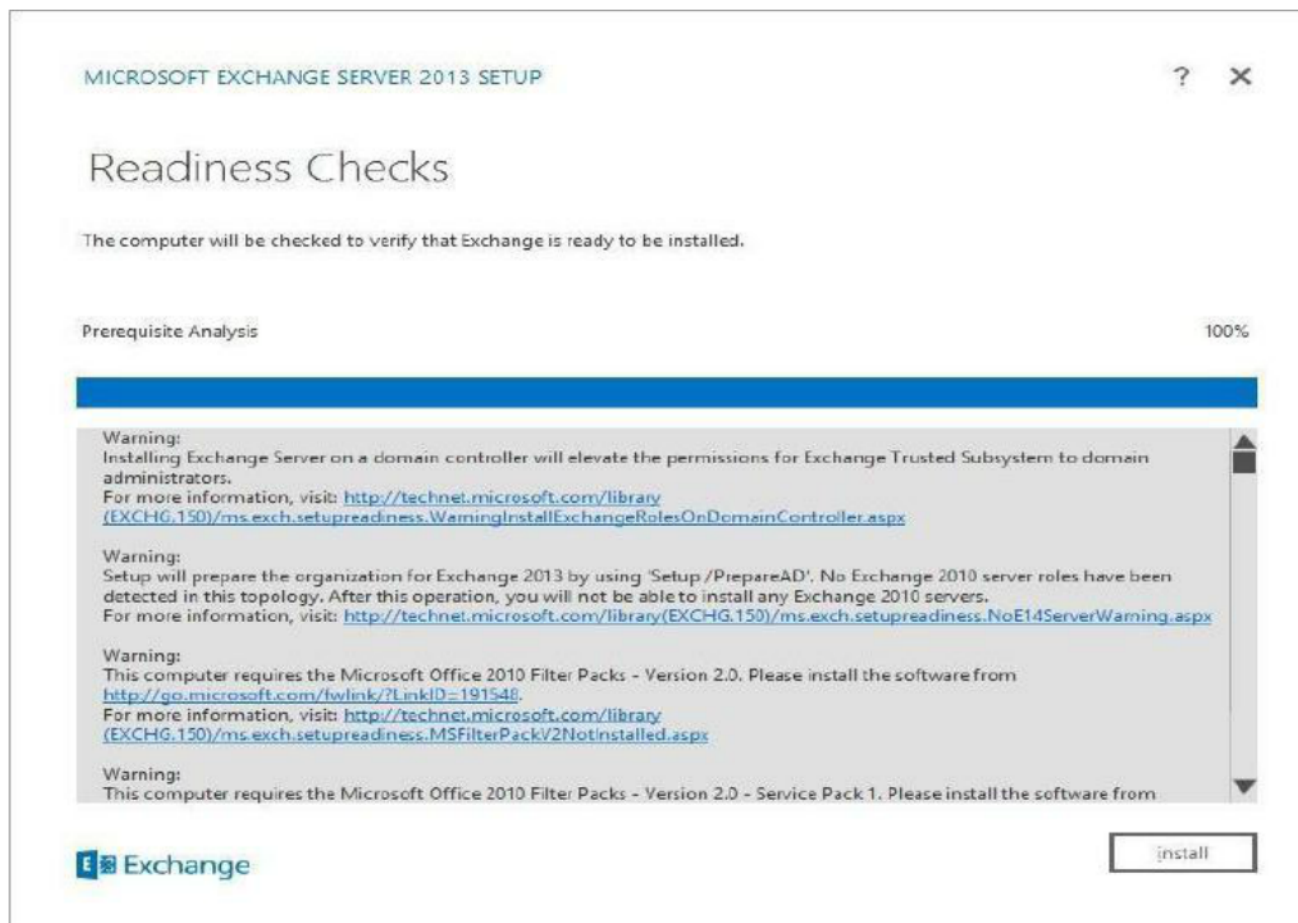
Internet access is required to download the latest anti-malware engine and definition updates.

Exchange

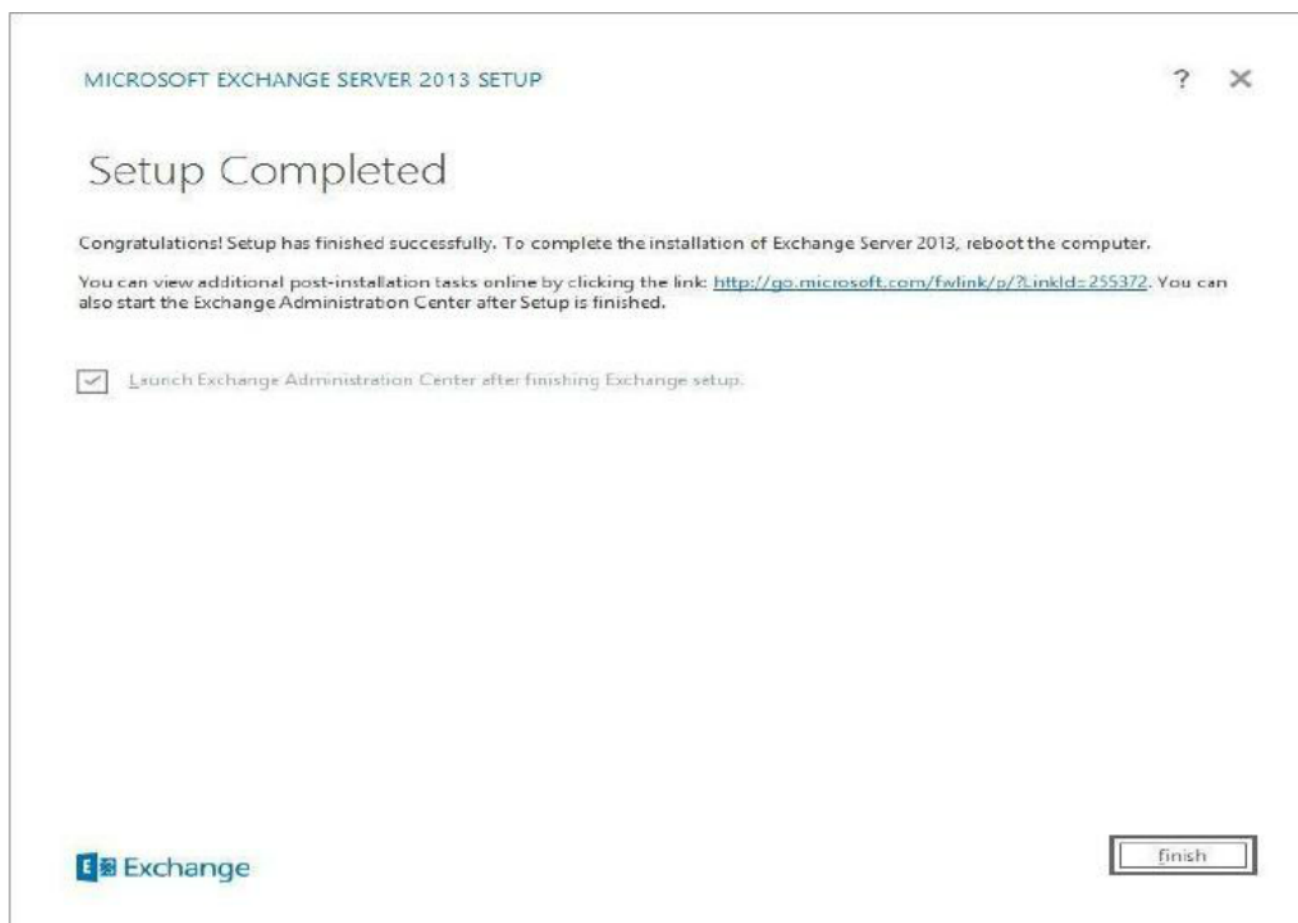
back next



- Click **Install**



- Click **Finish**



## Lab – 2: Creating Mailbox Enabled User

### Objective:

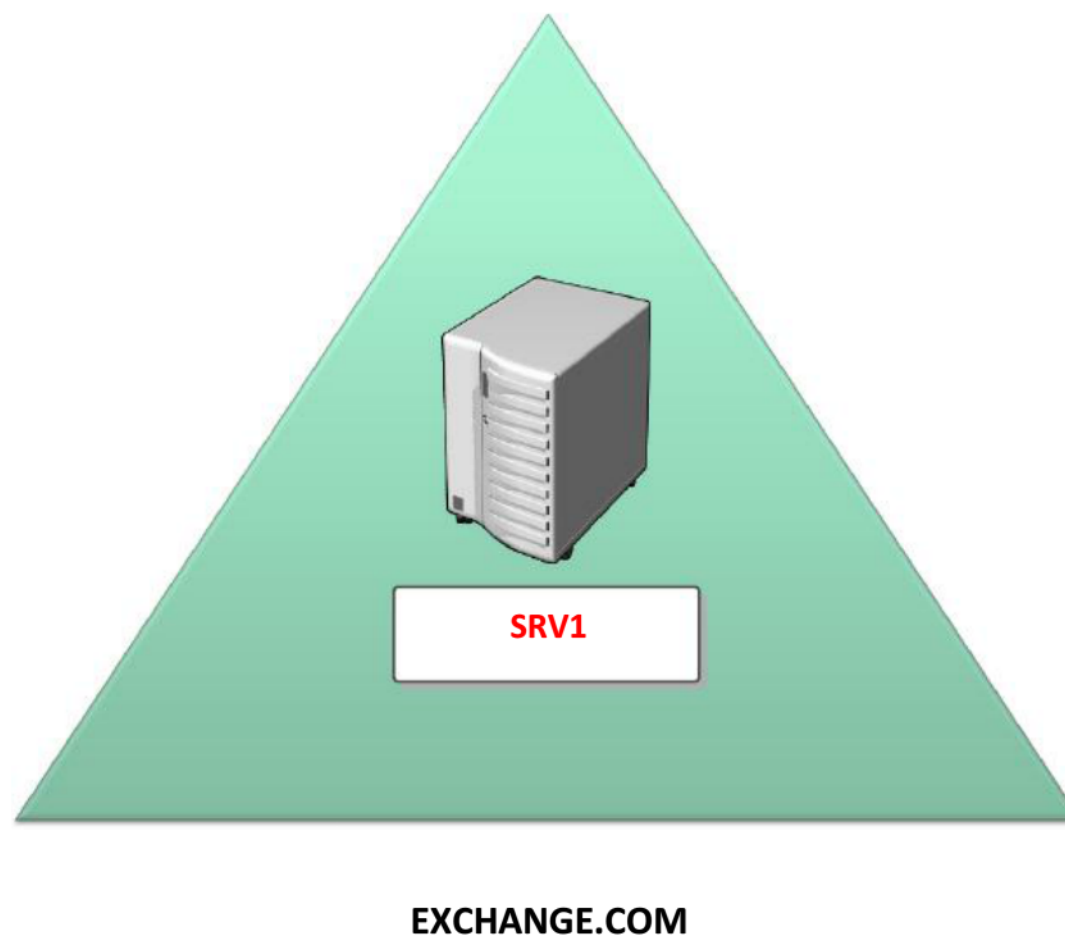
To configure Email account in Exchange Server using Exchange Admin Center Console.

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

### Topology:



### SRV1

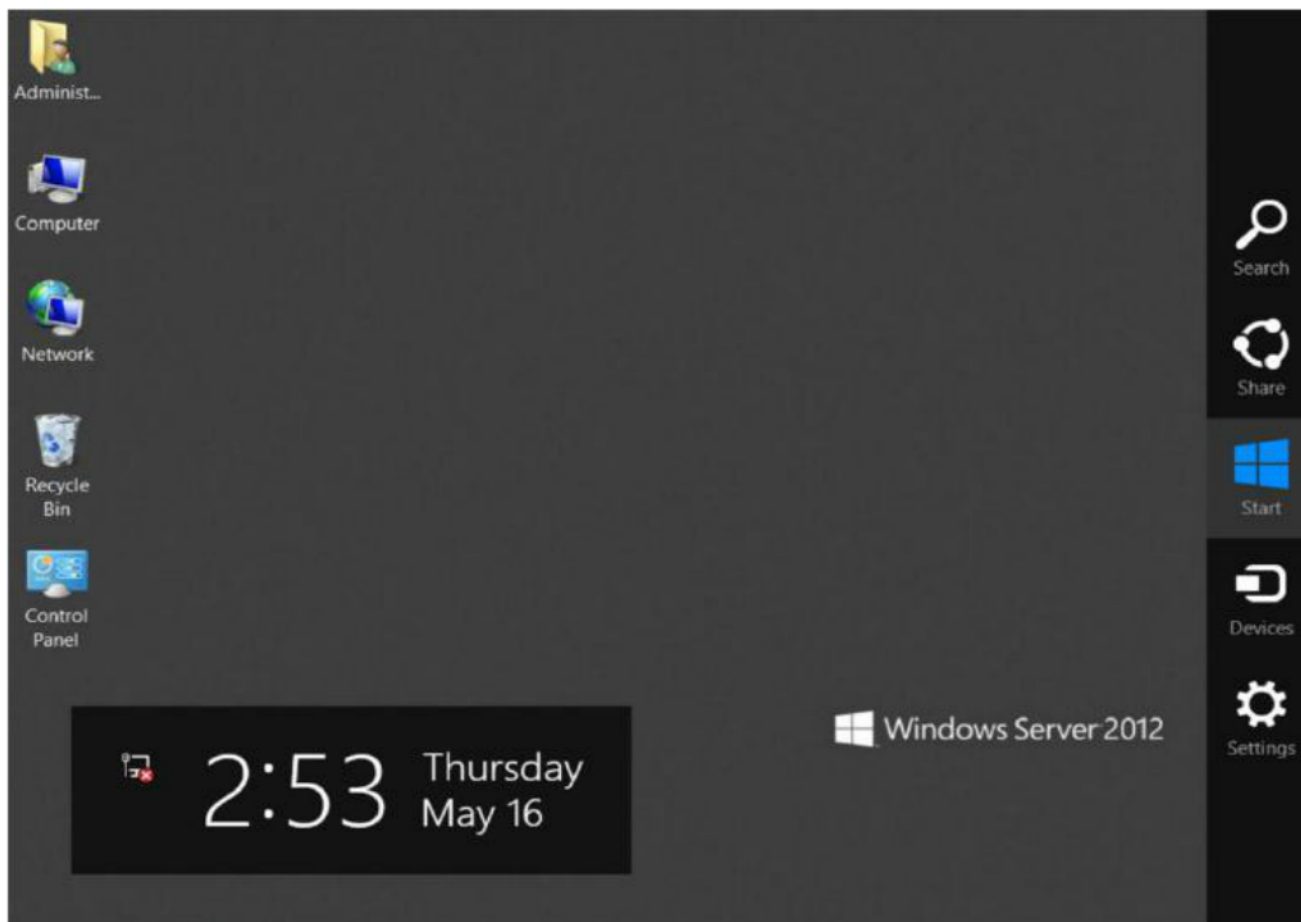
#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

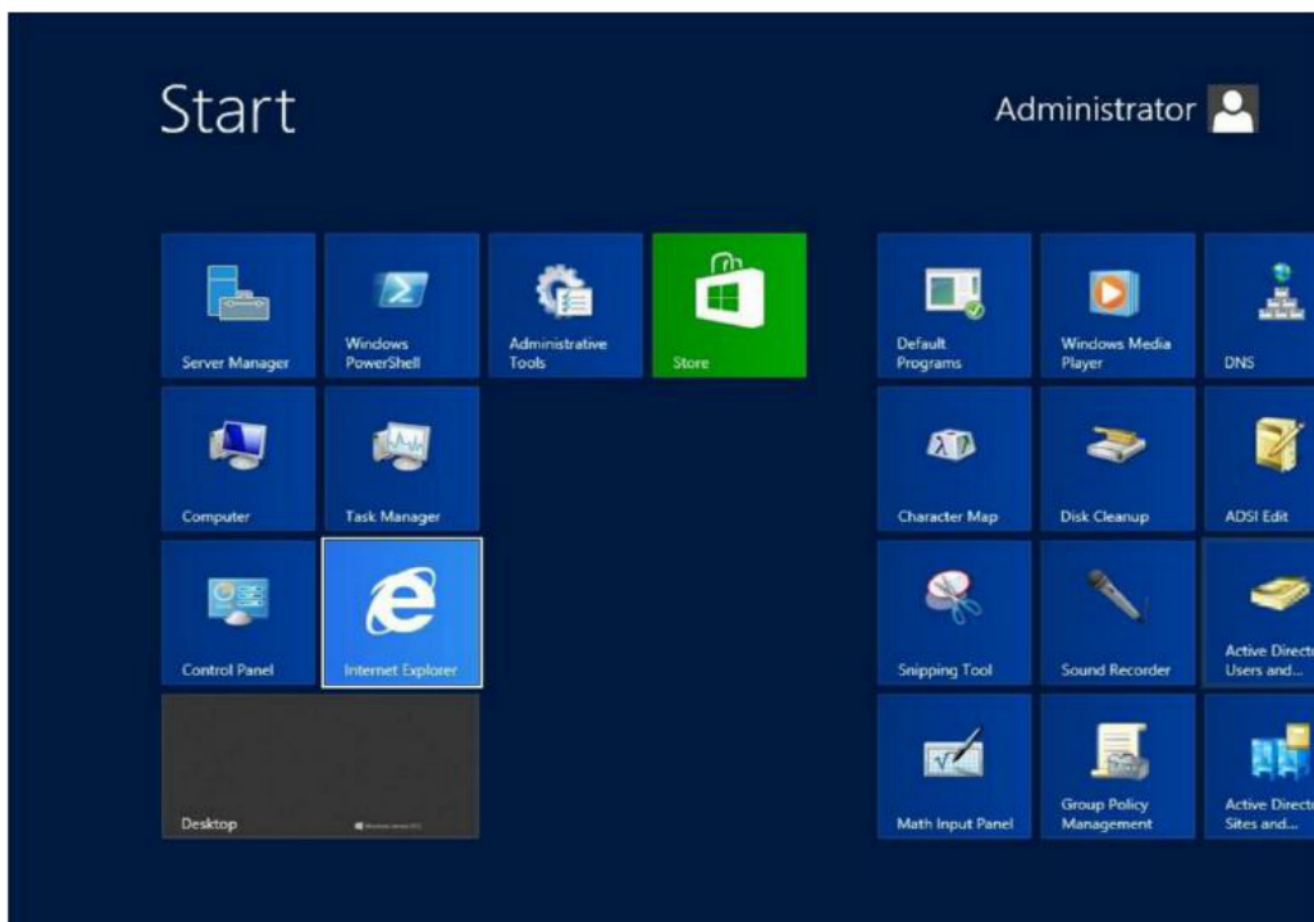


**Steps:**

- **Start**



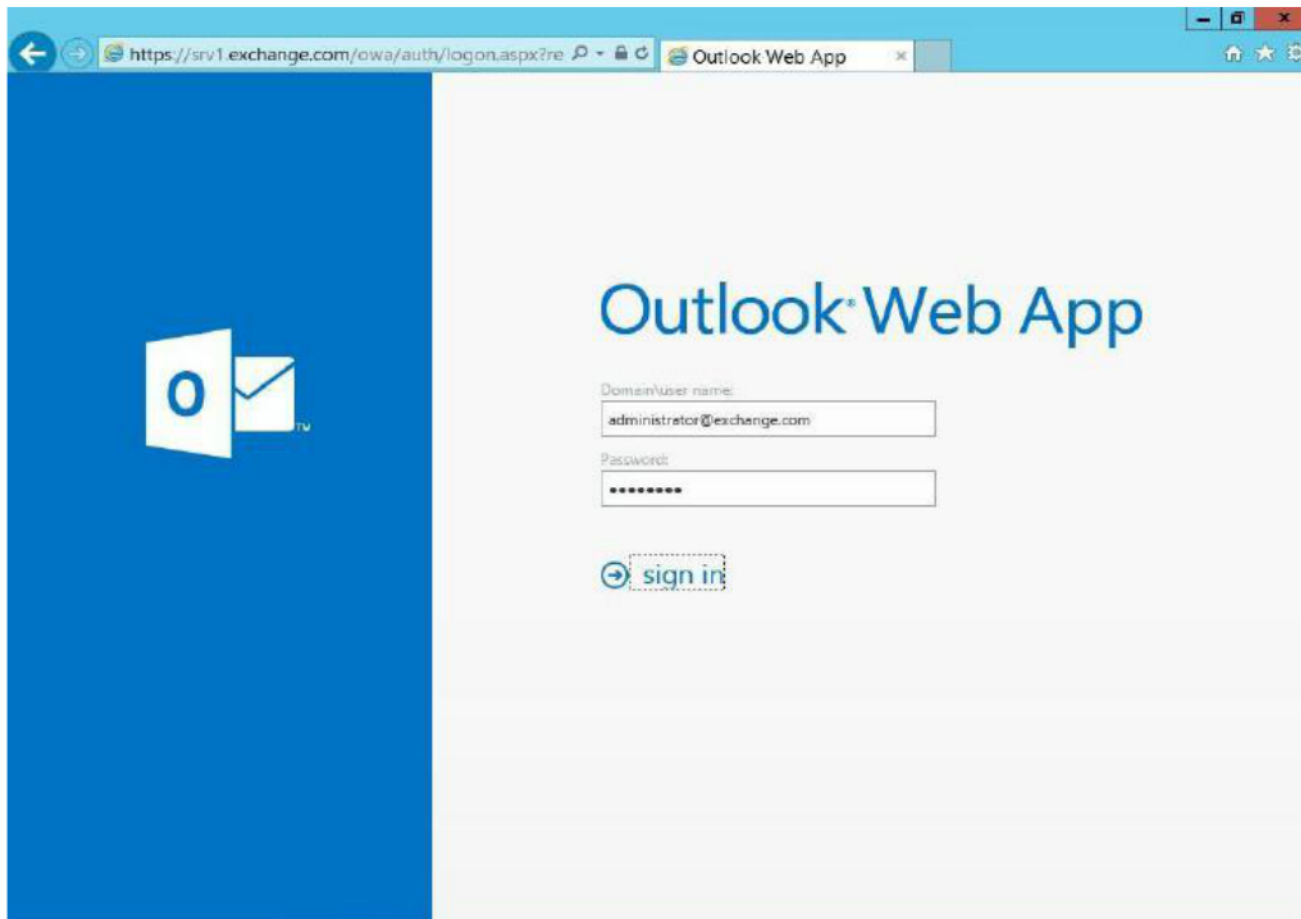
- **Open Internet Explorer**



- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)

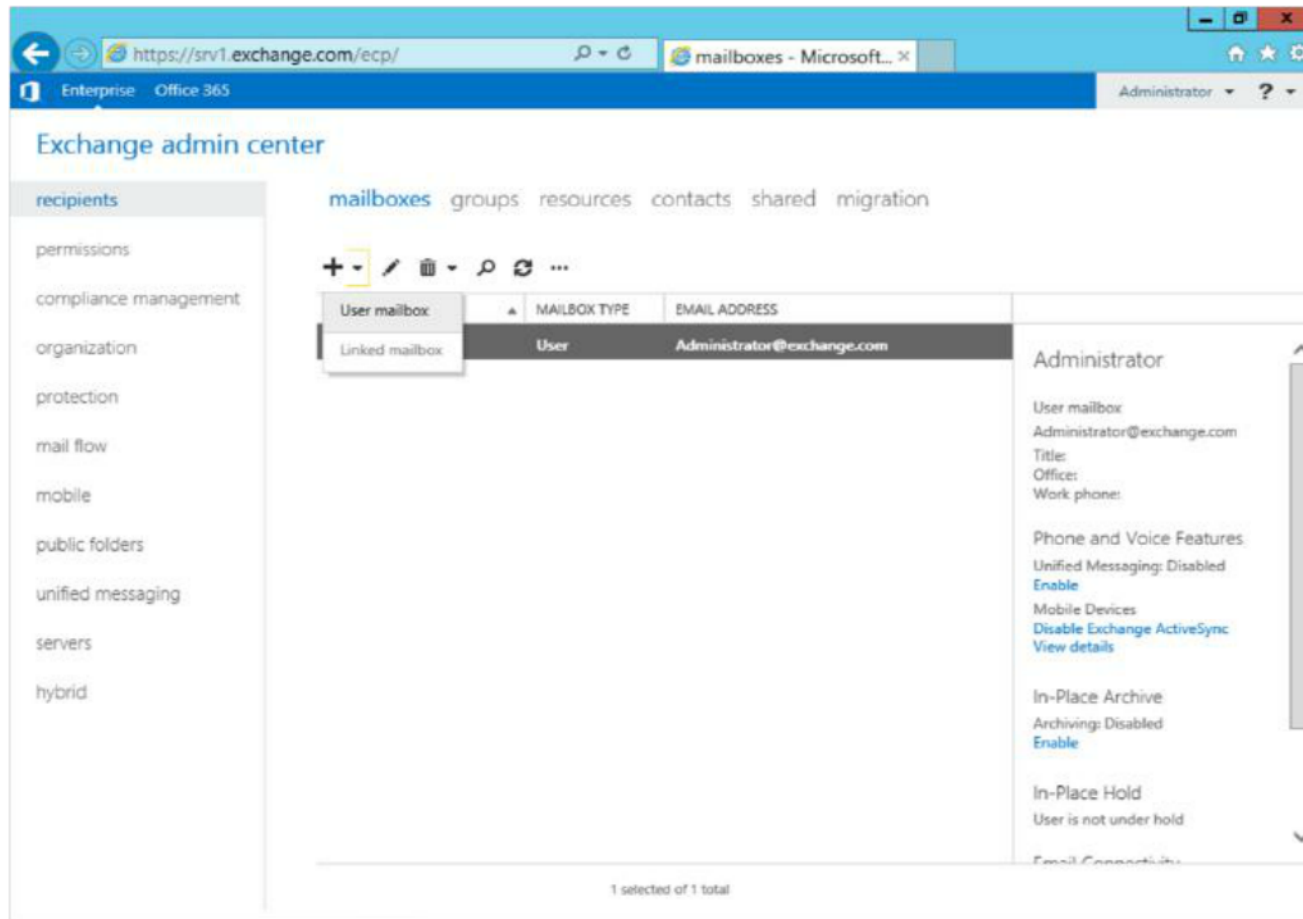


- Enter **User Name and Password**→click **sign in**





- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→Expand (+) →select **User Mailbox**



- Enter **Alias** name, select **New** name, enter **First** name→scroll down

The screenshot shows the 'new user mailbox' form in the Exchange Admin Center. The 'Alias' field is filled with 'user1'. The 'New user' radio button is selected. The 'First name' field is filled with 'user1'. The 'Initials' field is empty. The 'Last name' field is empty. The '\*Display name' field is filled with 'user1'. The '\*Name' field is filled with 'user1'. The 'Organizational unit' field is empty. The '\*User login name' field is empty. The '@' symbol is followed by 'exchange.com'. The 'save' and 'cancel' buttons are at the bottom.

- Enter **User name** and **Password**→click **Save**

new user mailbox

First name: user1

Initials:

Last name:

\*Display name: user1

\*Name: user1

Organizational unit: browse...

\*User logon name: user1 @ exchange.com

\*New password: .....

\*Confirm password: .....

☐ Require password change on next login

More options...

save cancel

javascript:\_\_doPostBack('ctl00\$ResultPanePlaceHolder\$NewI 100%

- **User1** displayed on **List View**

Exchange admin center

recipients permissions compliance management organization protection mail flow mobile public folders unified messaging servers hybrid

mailboxes groups resources contacts shared migration

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
<b>user1</b>	User	<b>user1@exchange.com</b>

1 selected of 2 total

user1

User mailbox  
user1@exchange.com  
Title:  
Office:  
Work phone:

Phone and Voice Features  
Unified Messaging: Disabled  
[Enable](#)  
Mobile Devices  
[Disable Exchange ActiveSync](#)  
[View details](#)

In-Place Archive  
Archiving: Disabled  
[Enable](#)

In-Place Hold  
User is not under hold

- Similarly create **Mailbox Enabled User** (Ex: **User2**)

## Lab – 3: Creating Mail User

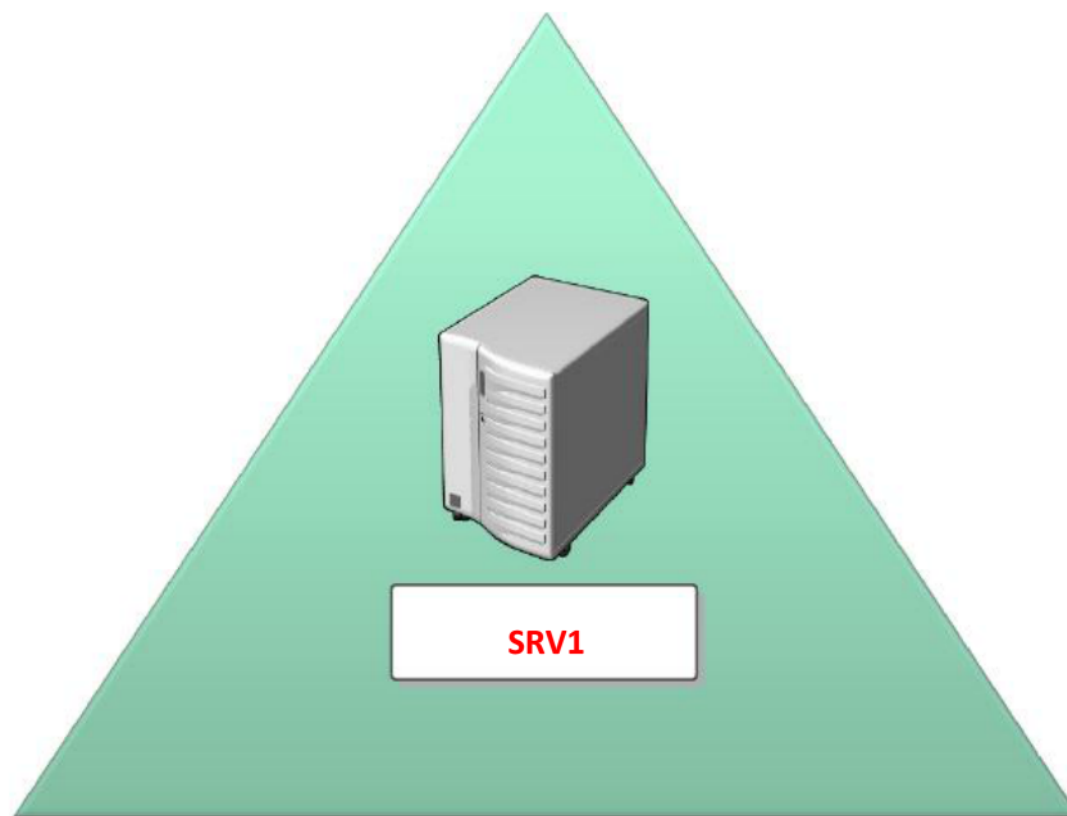
**Objective:**

To configure Mail User in Exchange Server using Exchange Admin Center Console.

**Pre-requisites:**

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

**Topology:**

**EXCHANGE.COM**

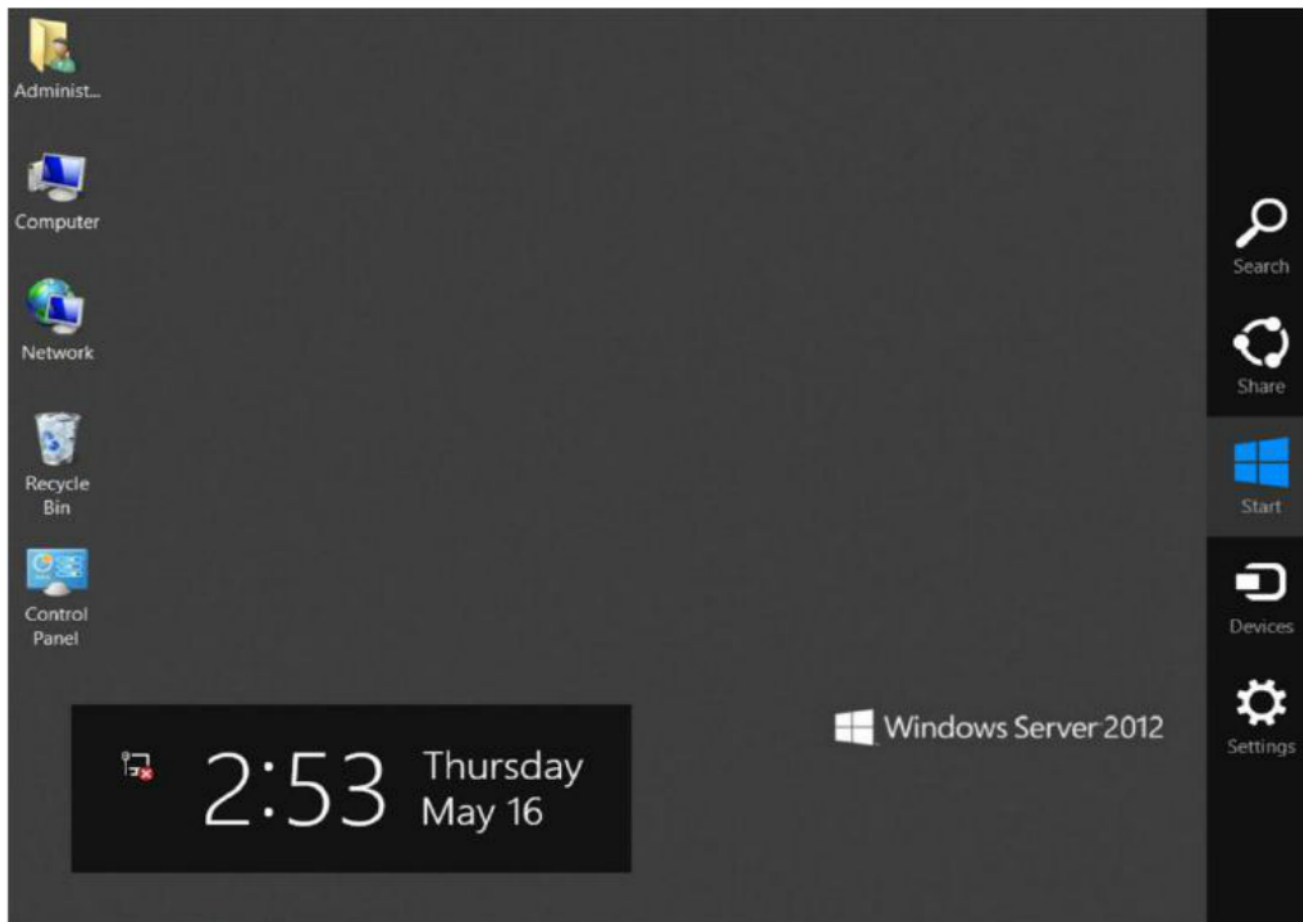
**SRV1****Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

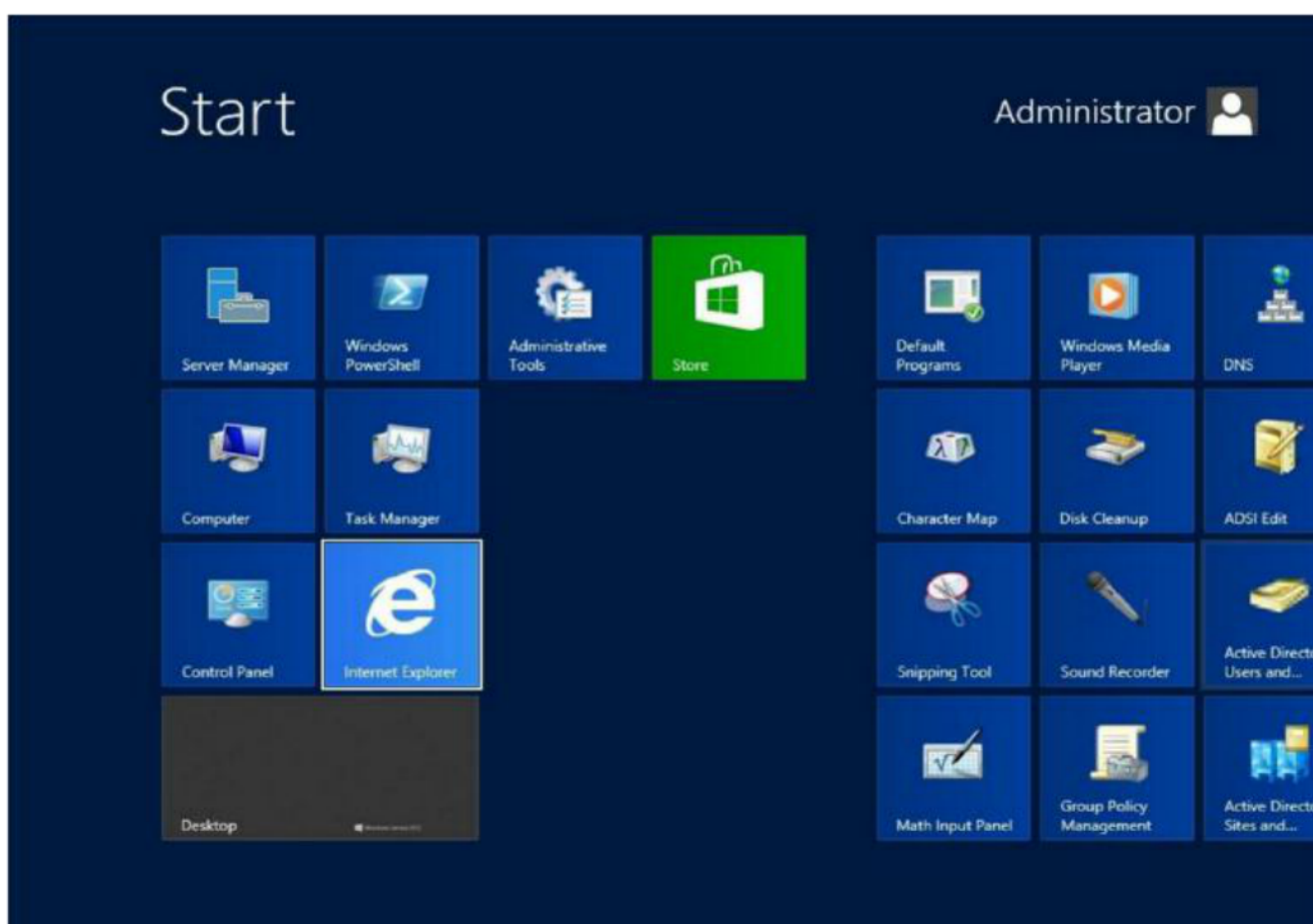


**Steps:**

- **Start**



- **Open Internet Explorer**

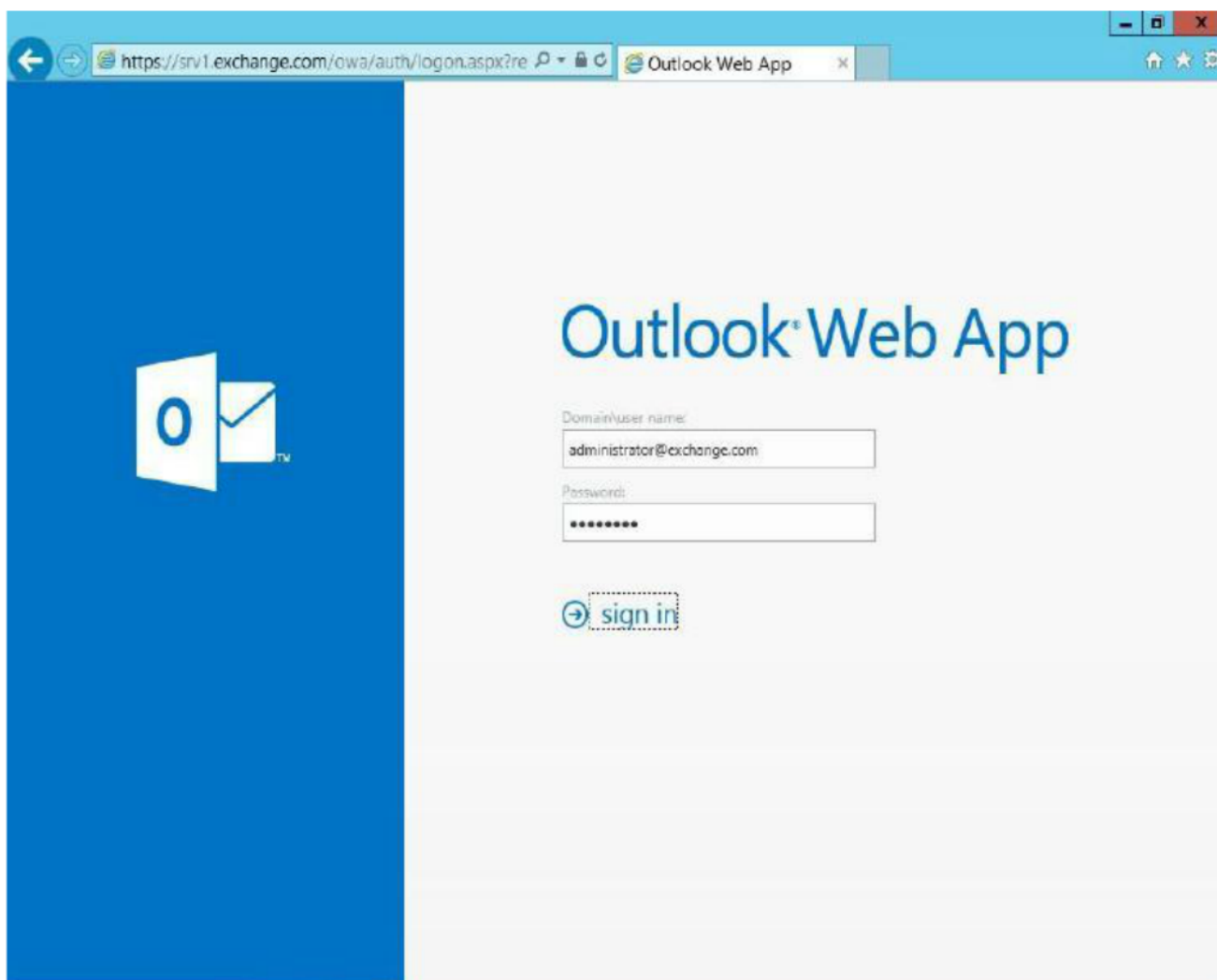




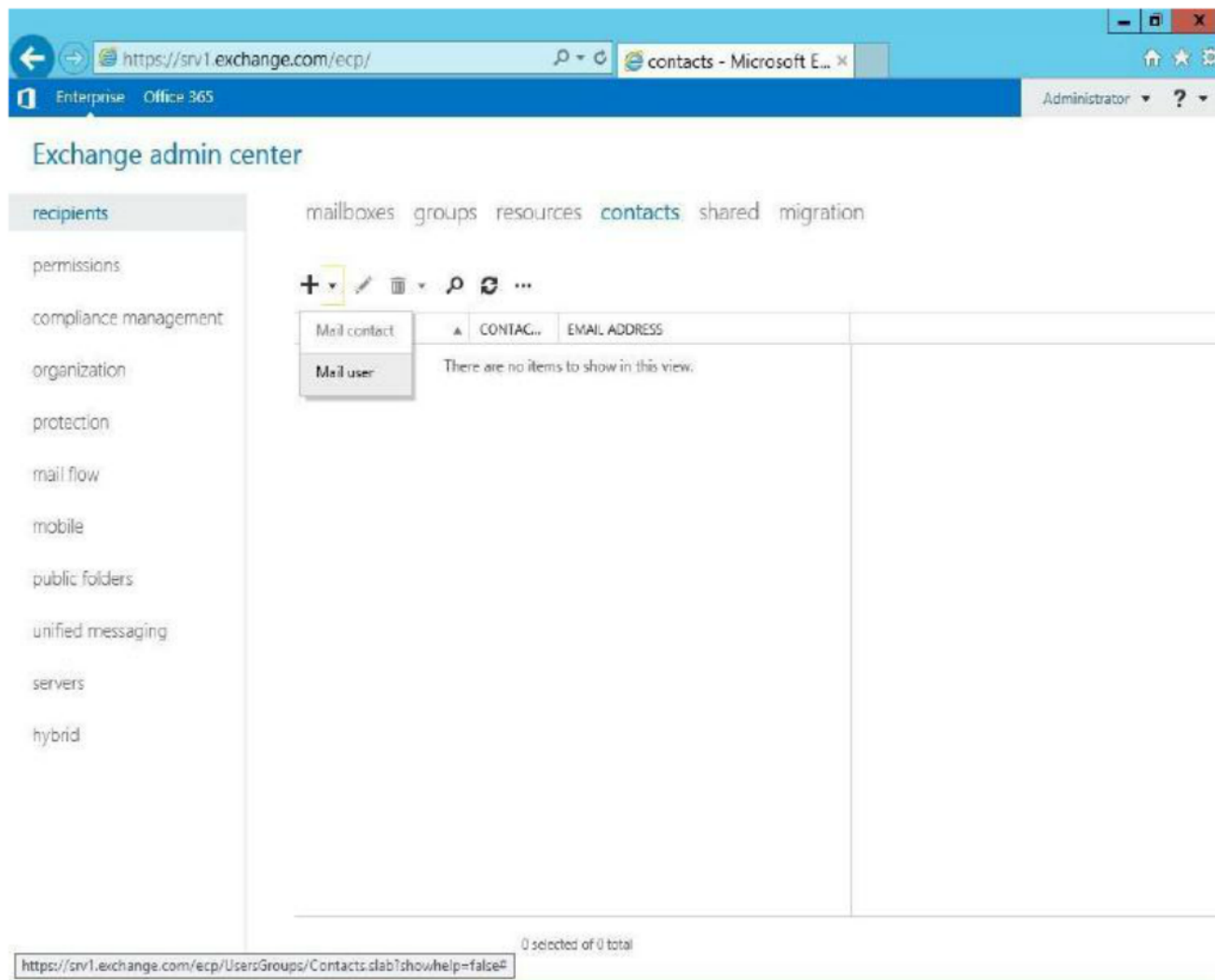
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Contacts** tab→Expand (+) →select **Mail User**



- Enter **Alias** name→enter **external email address**→select **New** user→ enter **First** name→scroll down

- Enter **User logon name** and **password**→click **Save**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=1&ReturnObjectTyp...`. The page title is "new mail user" and there is a "Help" link in the top right corner. The form is titled "new mail user" and has a "New user" radio button selected. The form fields are as follows:

- First name:** temp1
- Initials:** (empty)
- Last name:** (empty)
- \*Display name:** temp1
- \*Name:** temp1
- Organizational unit:** (empty) with a "browse..." button
- \*User logon name:** temp1 @ exchange.com (dropdown menu)
- \*New password:** (masked with dots)
- \*Confirm password:** (masked with dots)
- ☐ Require password change on next logon

At the bottom right, there are "save" and "cancel" buttons. The browser's status bar shows "100%" zoom.

## Lab – 4: Creating Mail Contact

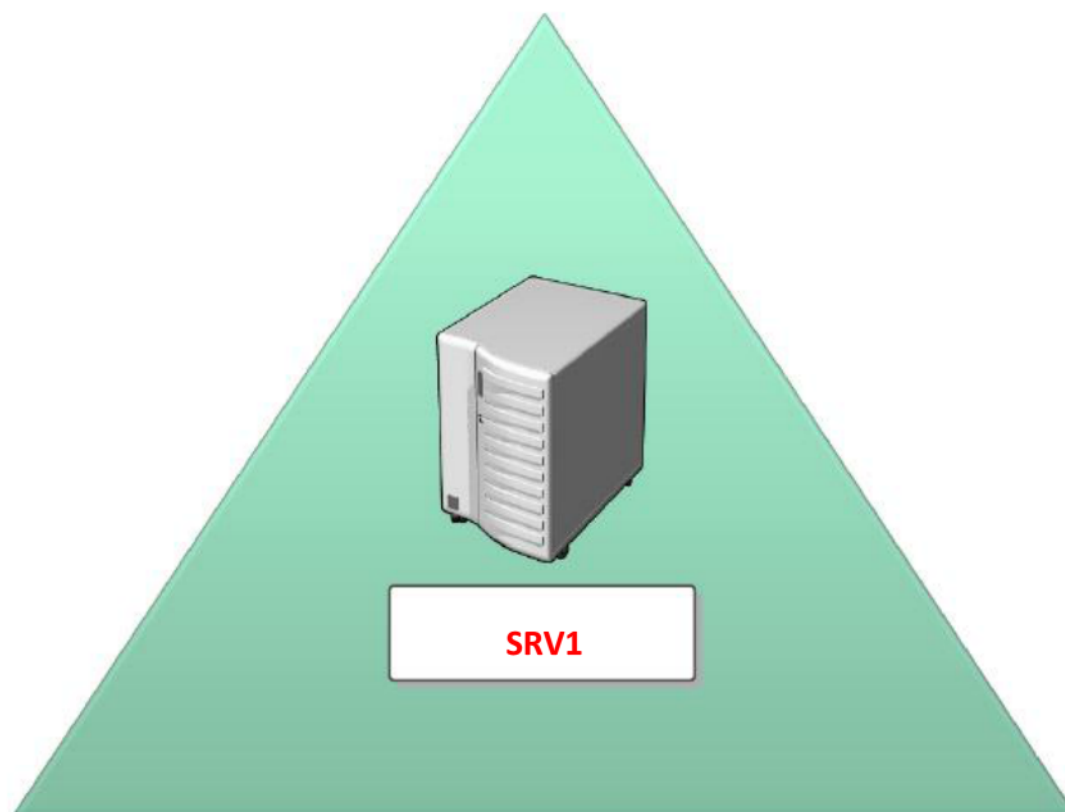
**Objective:**

To configure Mail Contact in Exchange Server using Exchange Admin Center Console.

**Pre-requisites:**

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

**Topology:**

**EXCHANGE.COM**

**SRV1****Domain Controller**

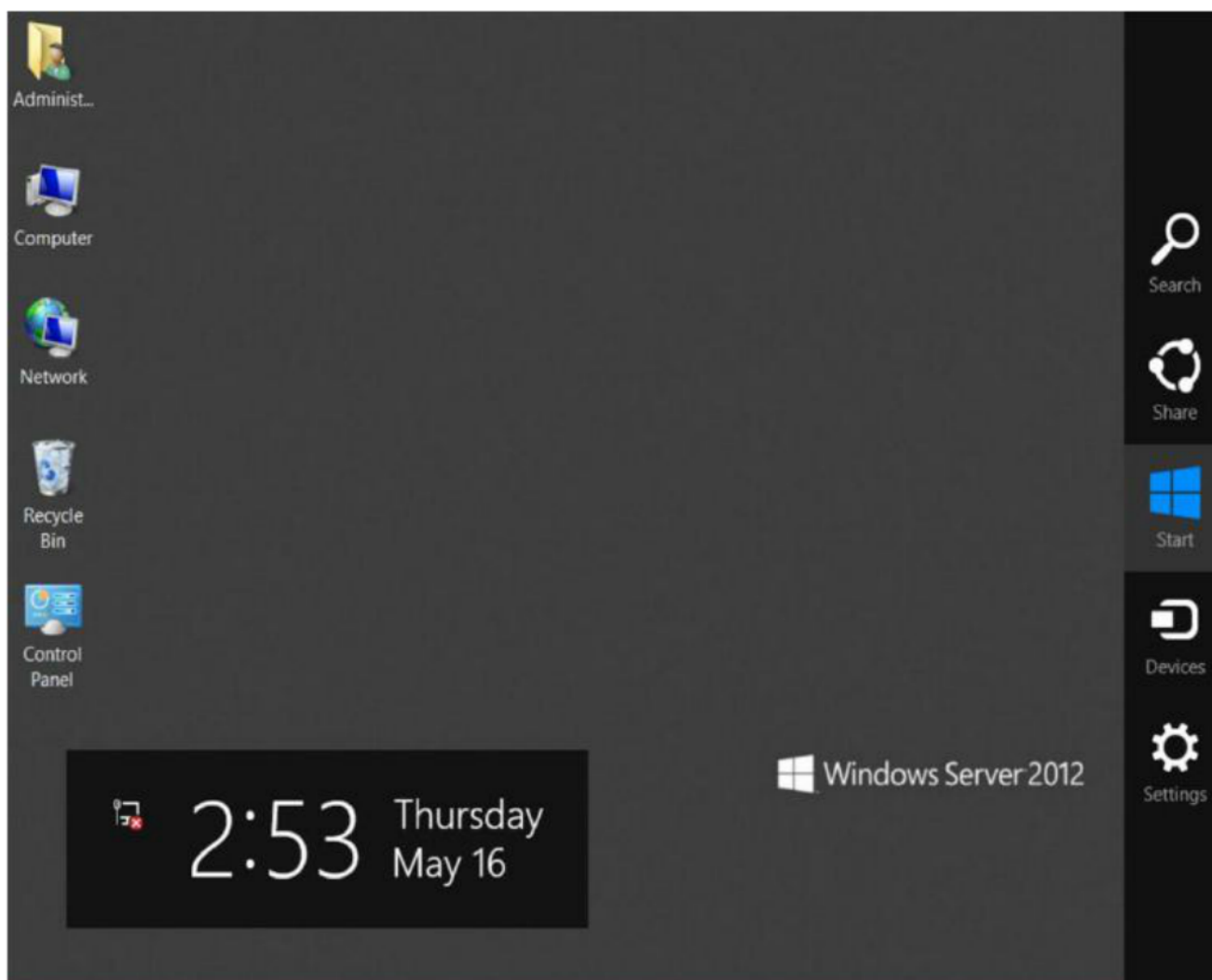
IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



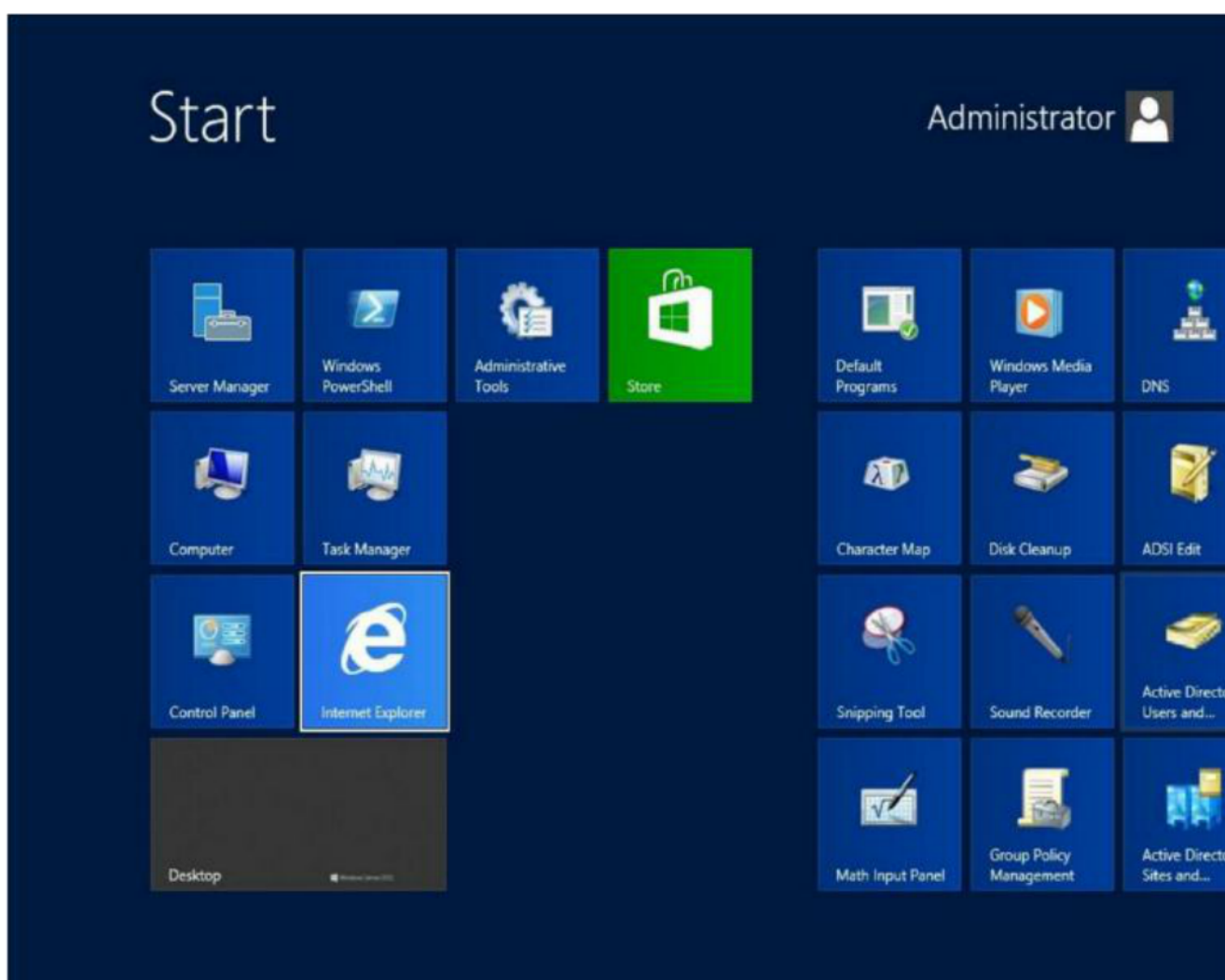


**Steps:**

- **Start**



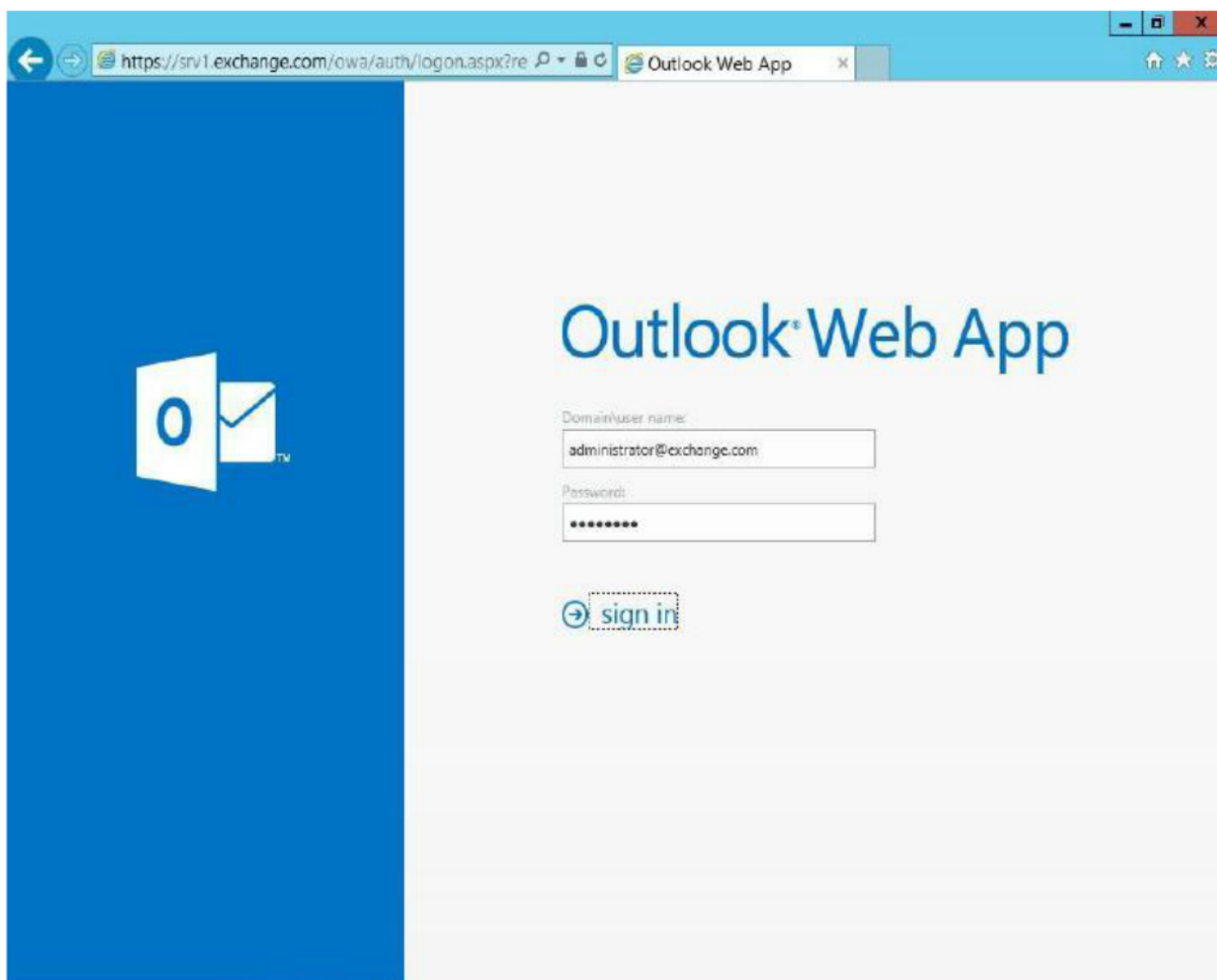
- **Open Internet Explorer**



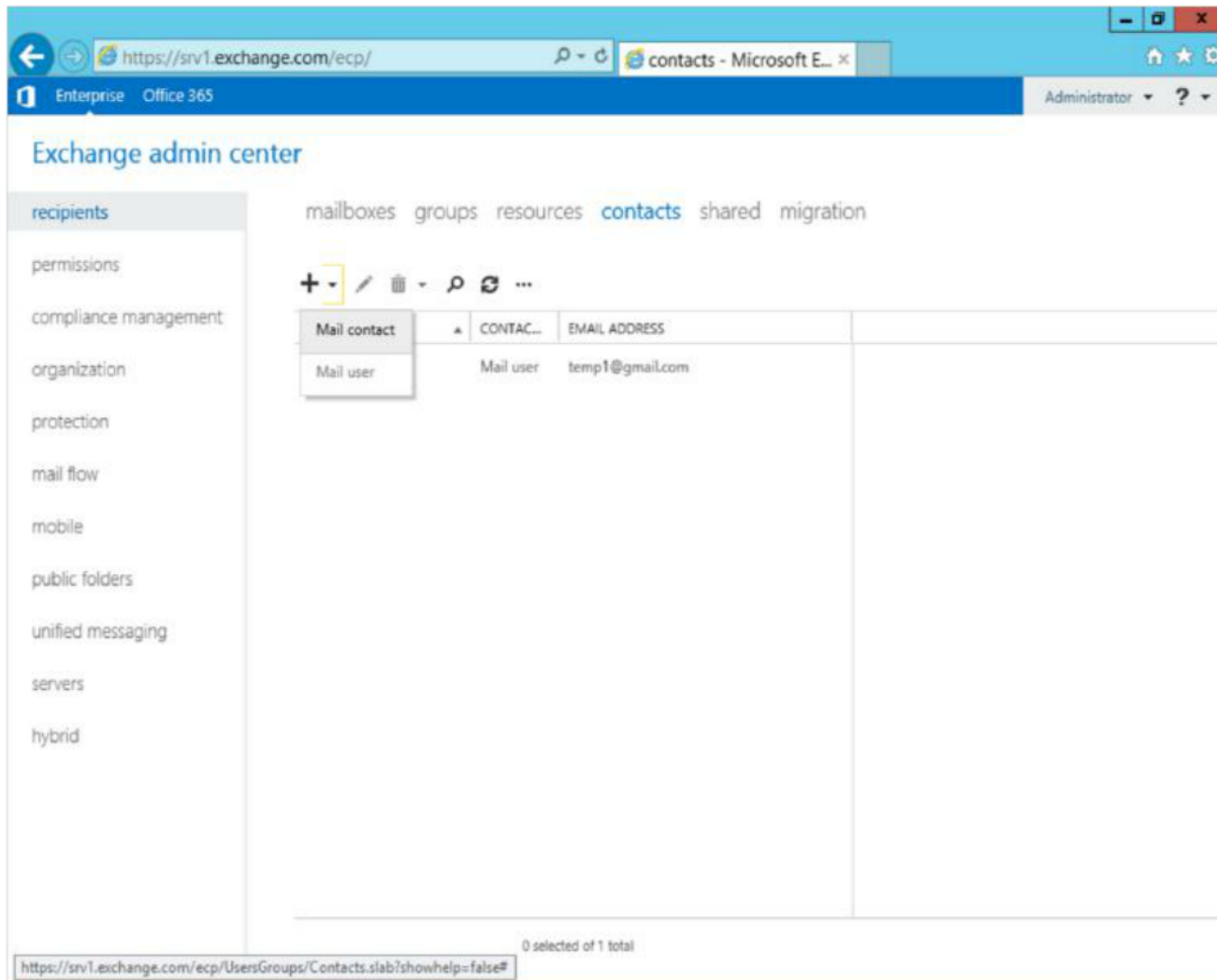
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Contacts** tab→Expand (+) →select **Mail Contact**



- Enter **first name**, **alias name** and **external email address**→click **save**

The screenshot shows the 'new mail contact' form in the Exchange Admin Center. The form contains the following fields and values:

- First name: sam
- Initials: (empty)
- Last name: (empty)
- \*Display name: sam
- \*Name: sam
- \*Alias: sam
- \*External email address: sam@yahoo.com
- Organizational unit: (empty) with a 'browse...' button

The 'save' button is highlighted in blue at the bottom right of the form.

## Lab – 5: Creating Distribution Group

### Objective:

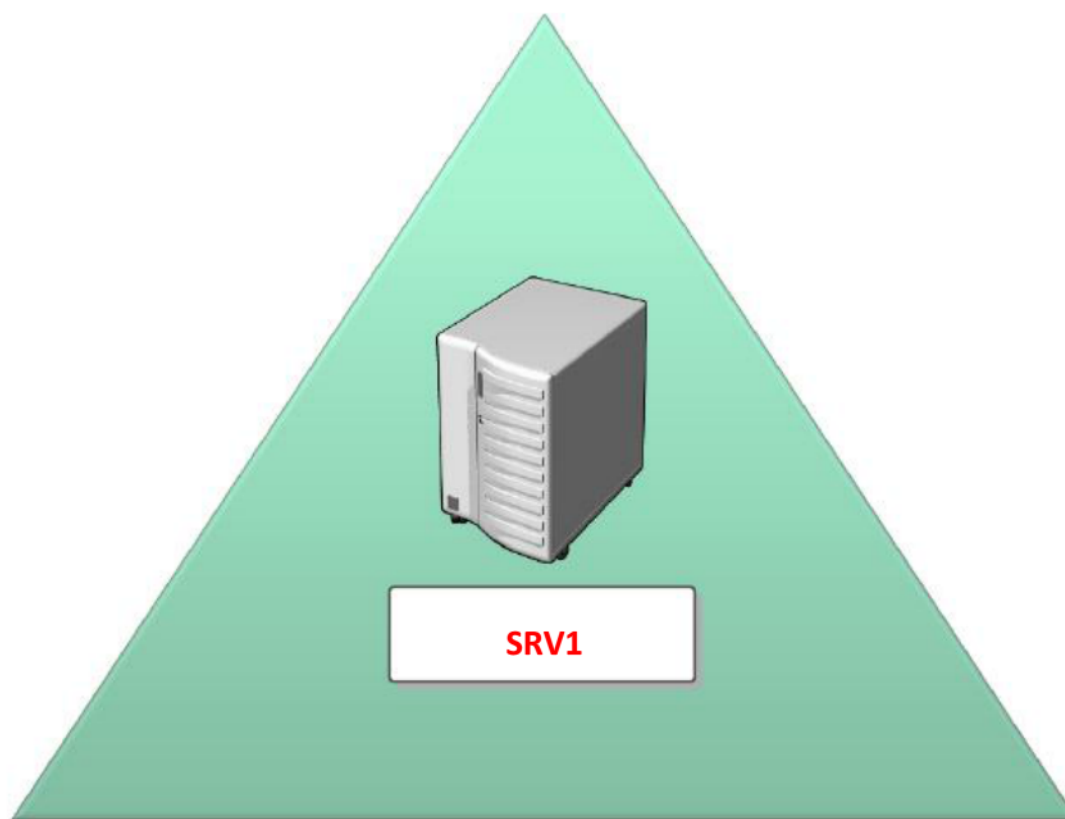
To configure Distribution Group in Exchange Server using Exchange Admin Center Console.

### Pre-requisites:

Before working on this lab, you must have

1. A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

### Topology:



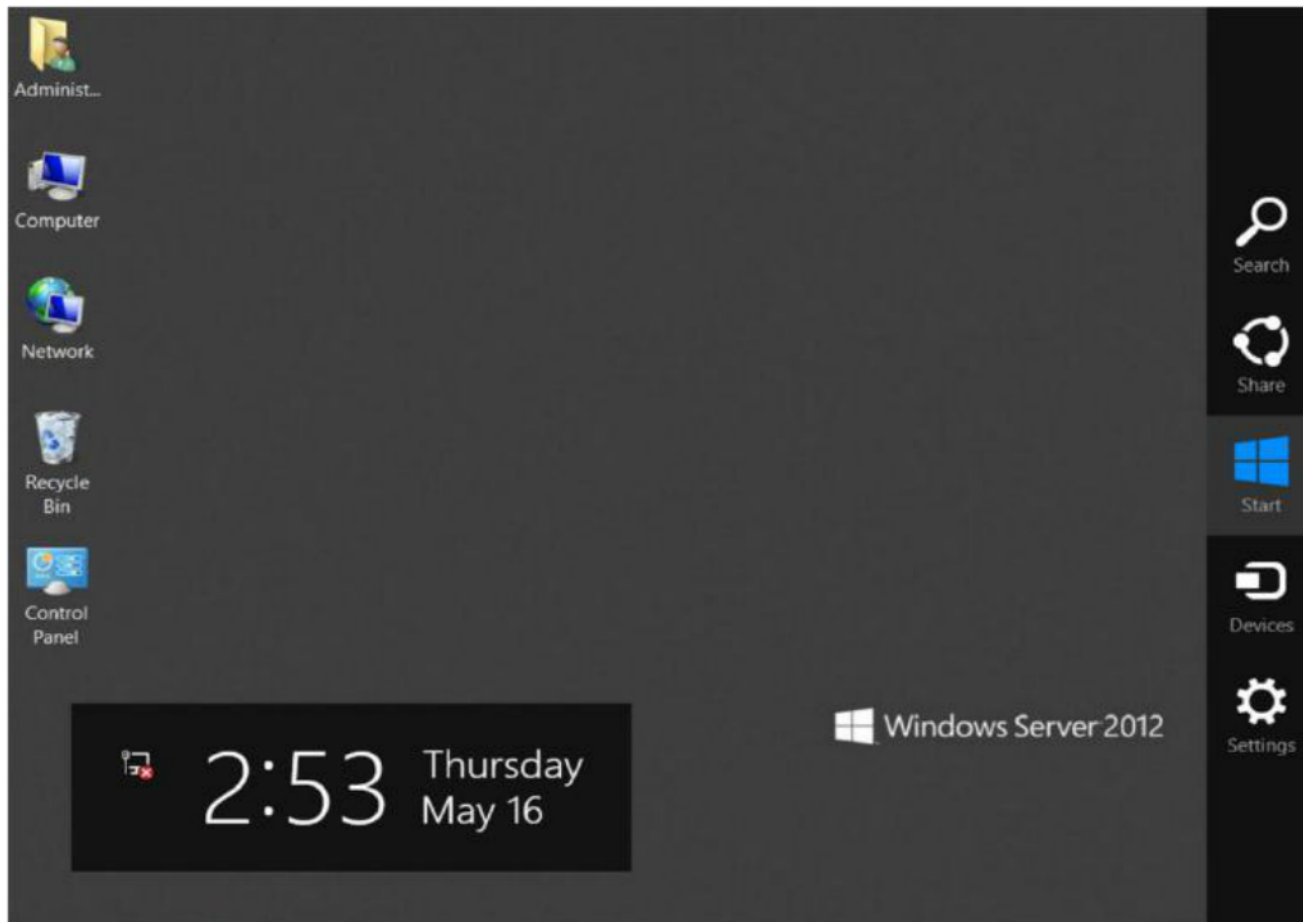
**EXCHANGE.COM**

### SRV1

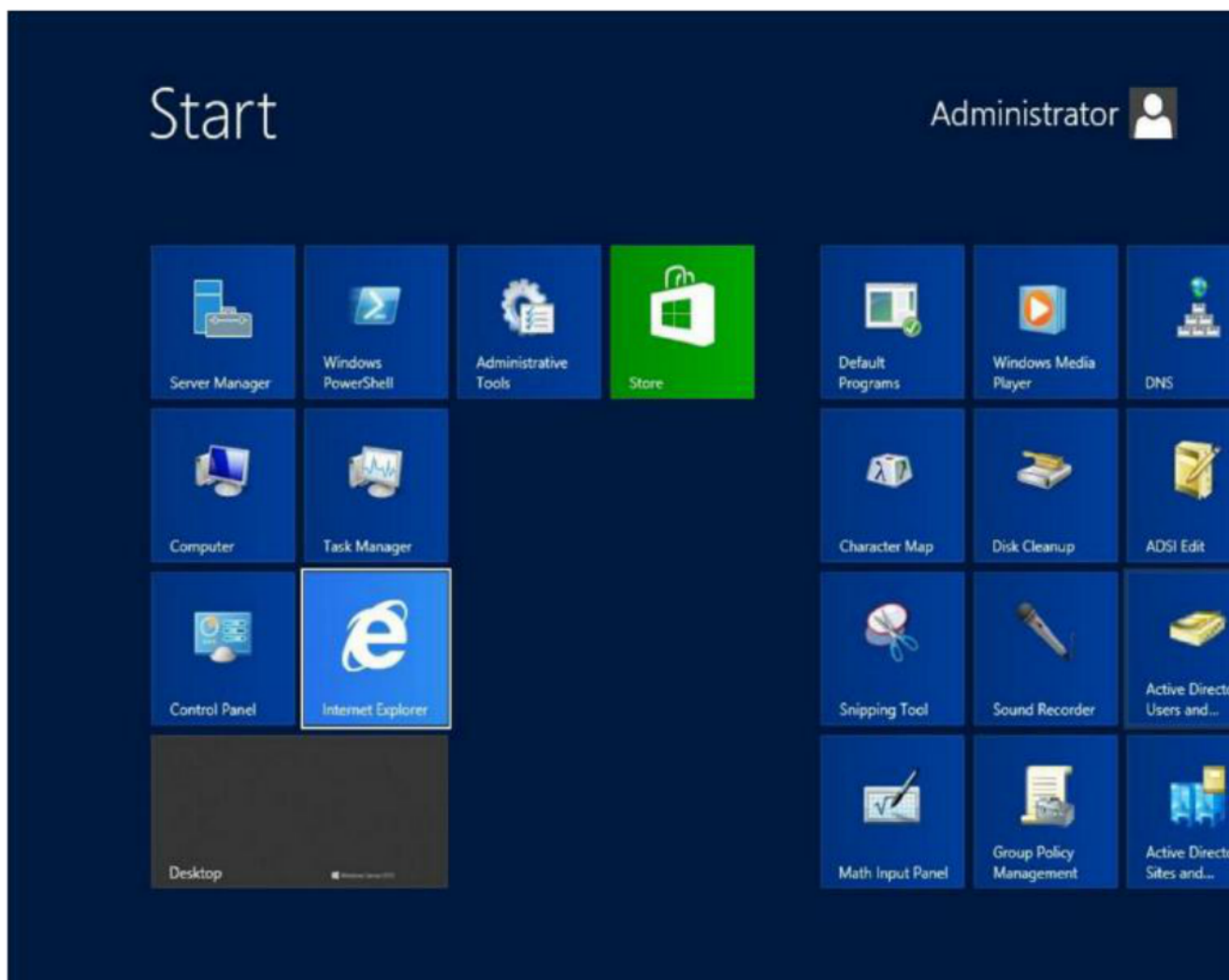
#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

- **Start**

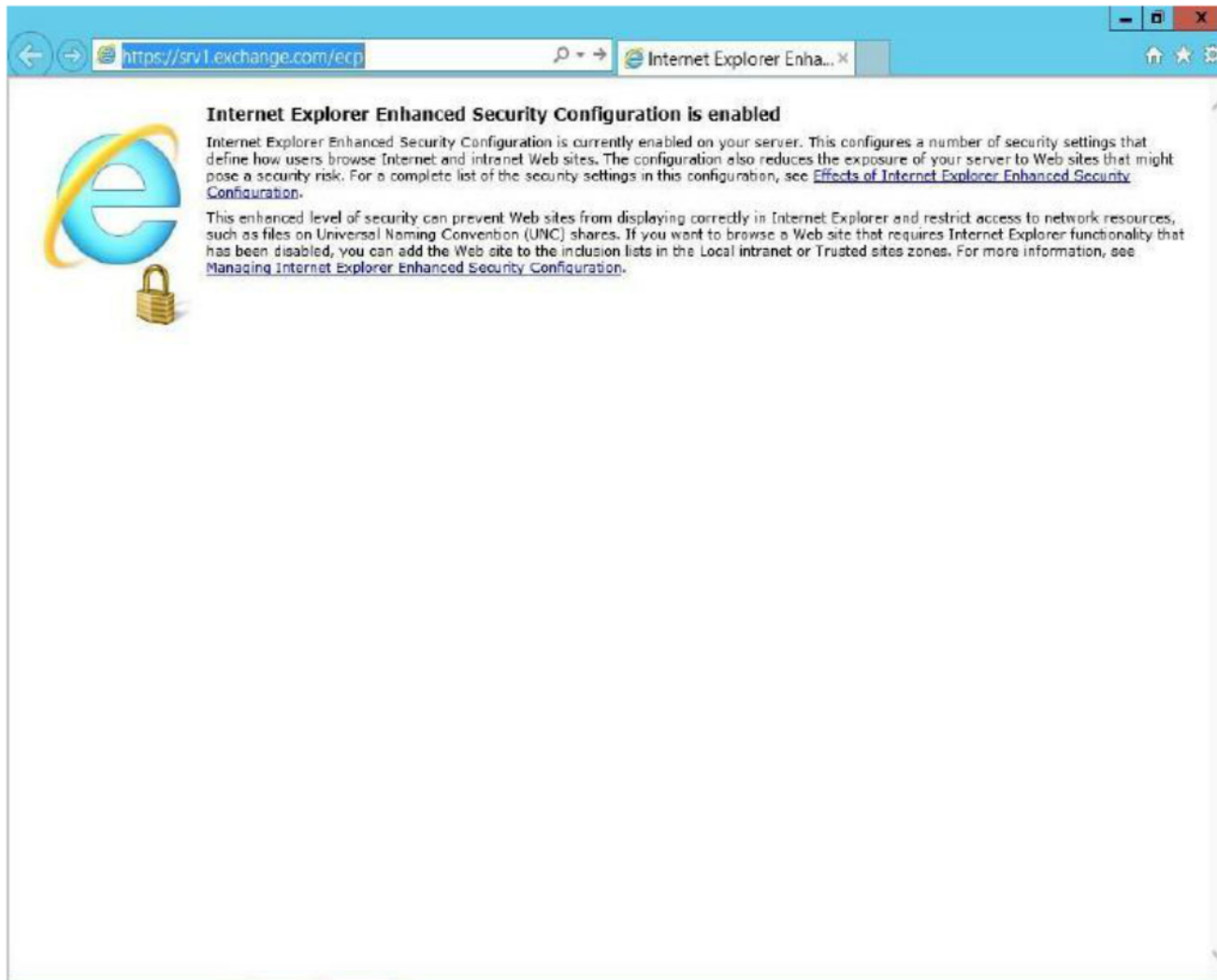


- **Open Internet Explorer**

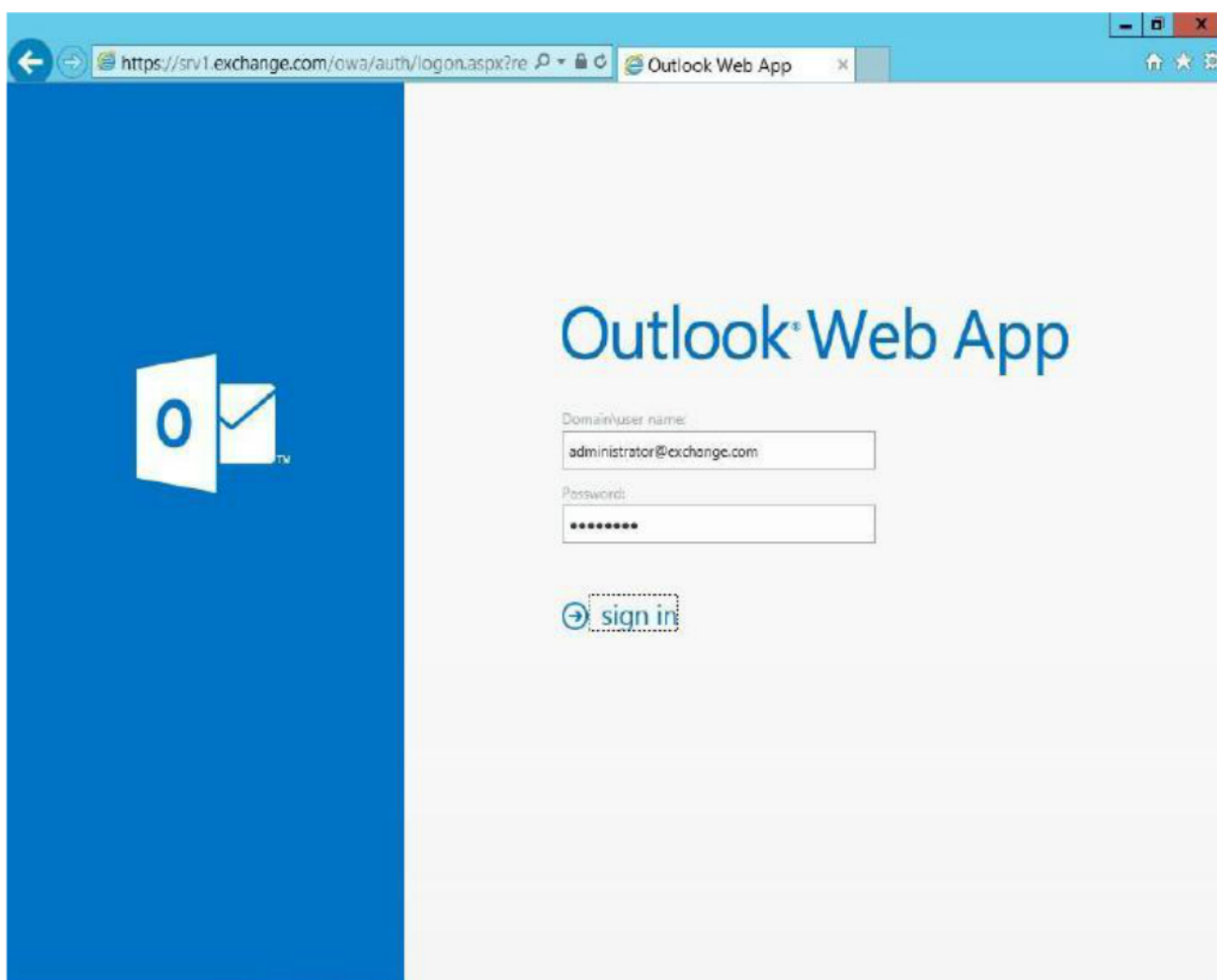




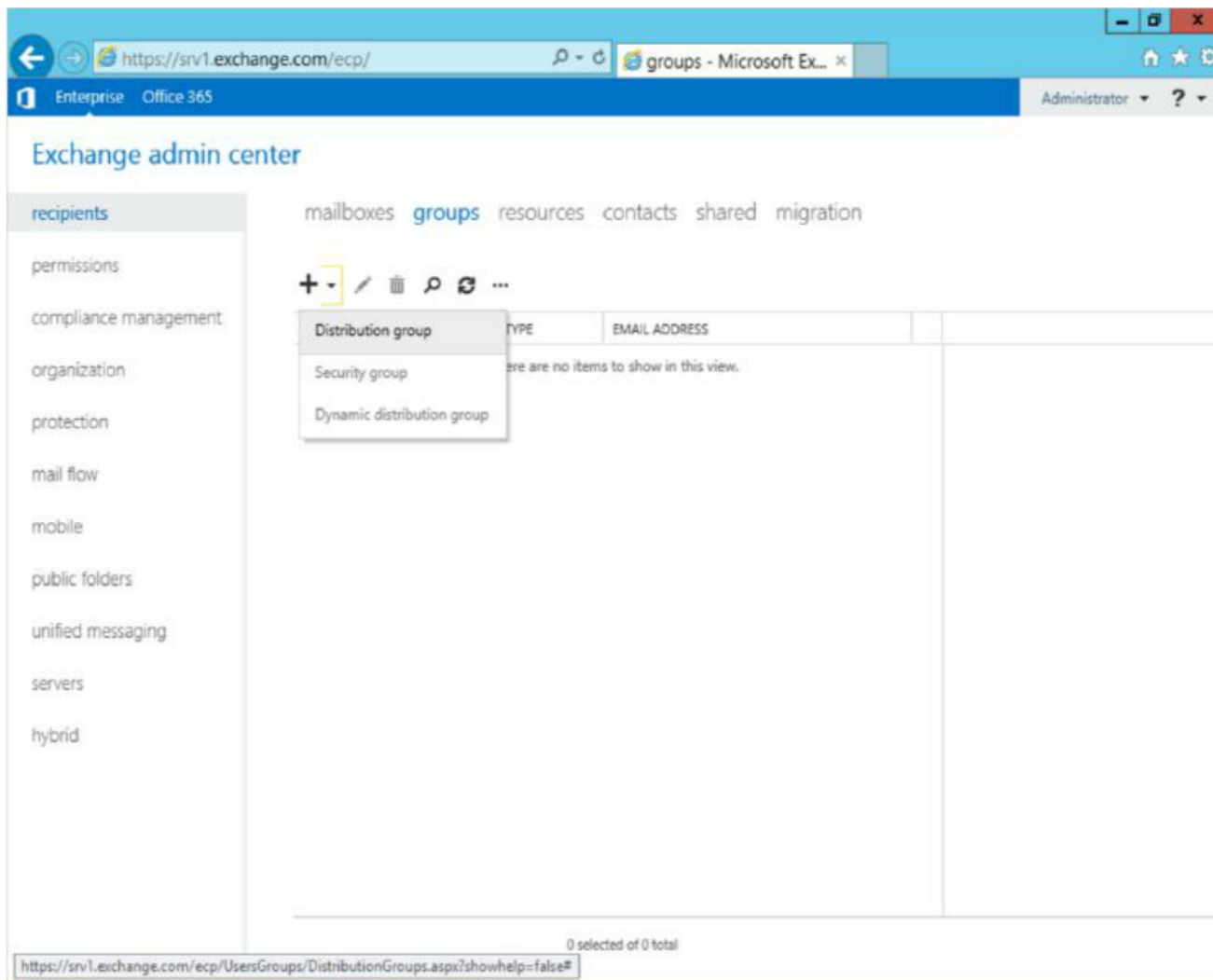
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



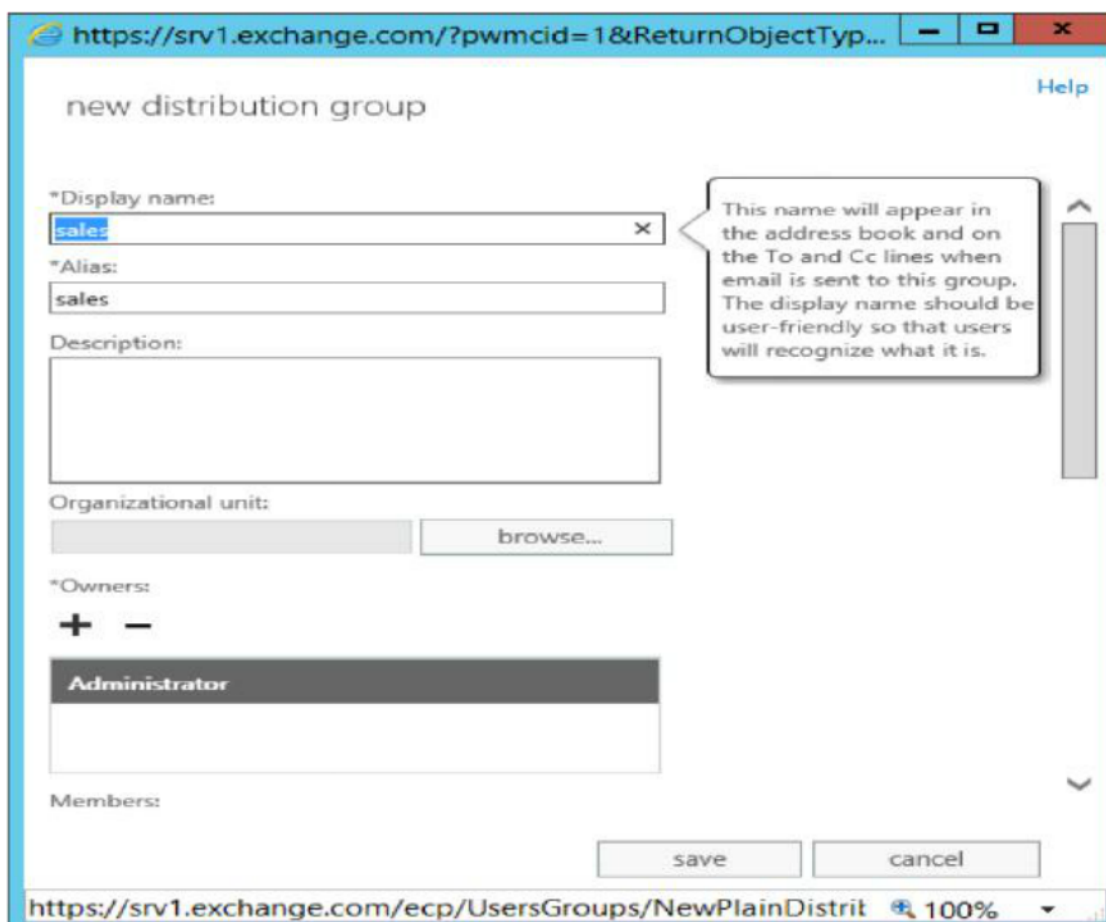
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Groups** tab→Expand (+) →select **Distribution Group**



- Enter **Display name** and **Alias name**→scroll down



- Select **Members**→click on (+) **Add**

new distribution group

https://srv1.exchange.com/?pwmcid=1&ReturnObjectTyp...

browse...

\*Owners:

+ -

Administrator

Members:

☒ Add group owners as members

+ -

Choose whether owner approval is required to join the group.

save cancel

https://srv1.exchange.com/ecp/UsersGroups/NewPlainDistrit 100%

- Select the **specific users**→click **Add**→click **Ok**

https://srv1.exchange.com/?pwmcid=1&Launche...

Help

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
sam	sam@yahoo.com
temp1	temp1@gmail.com
<b>user1</b>	<b>user1@exchange.com</b>
<b>user2</b>	<b>user2@exchange.com</b>
user3	user3@exchange.com
user4	user4@exchange.com

2 selected of 7 total

add ->

user1[remove]; user2[remove];

ok cancel

- Click **Save**

new distribution group [Help](#)

Members:

☒ Add group owners as members

+ -

user1
user2

Choose whether owner approval is required to join the group.

☒ Open: Anyone can join this group without being approved by the group owners.

☐ Closed: Members can be added only by the group owners. All requests to join will be rejected automatically.

☐ Owner approval: All requests are approved or rejected by the group owners.

Choose whether the group is open to leave.

☒ Open: Anyone can leave this group without

**save** cancel

<https://srv1.exchange.com/ecp/UsersGroups/NewPlainDistrit> 100%

## Lab – 6: Accessing the Mailbox using Outlook Web App

### Objective:

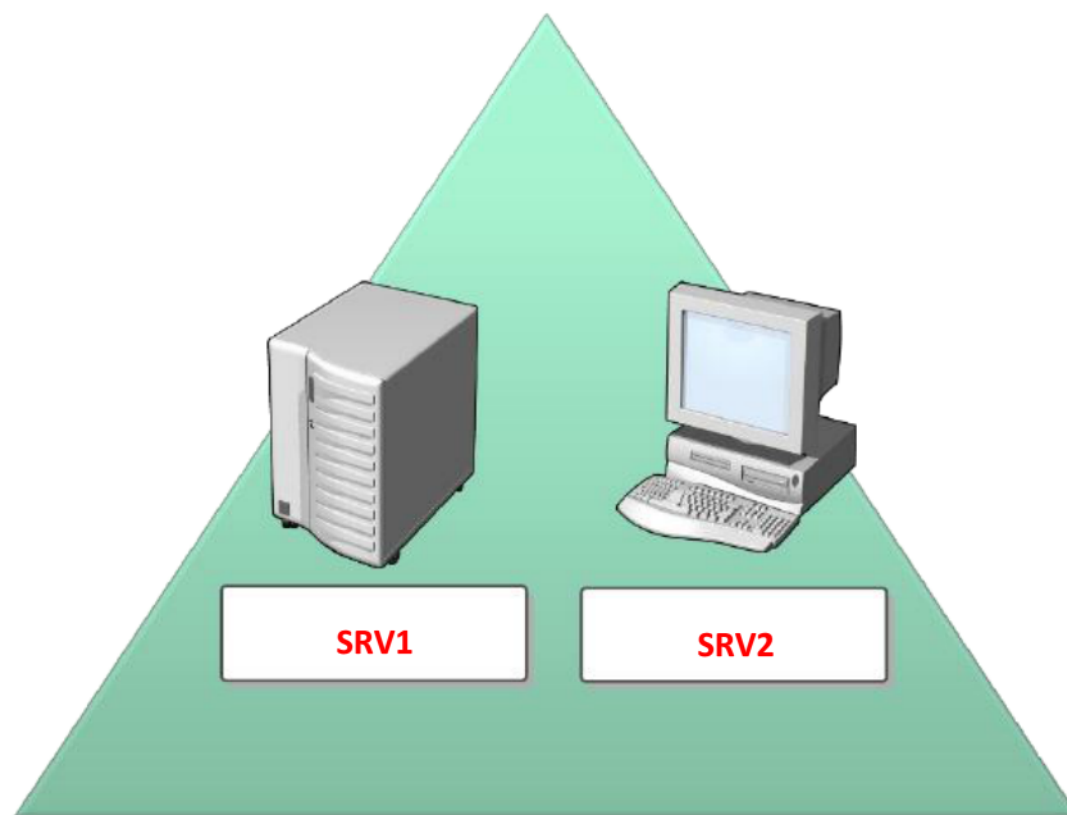
To access Email Account using Outlook Web App

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 2012 server or windows 7

### Topology:



#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Member Server / Client

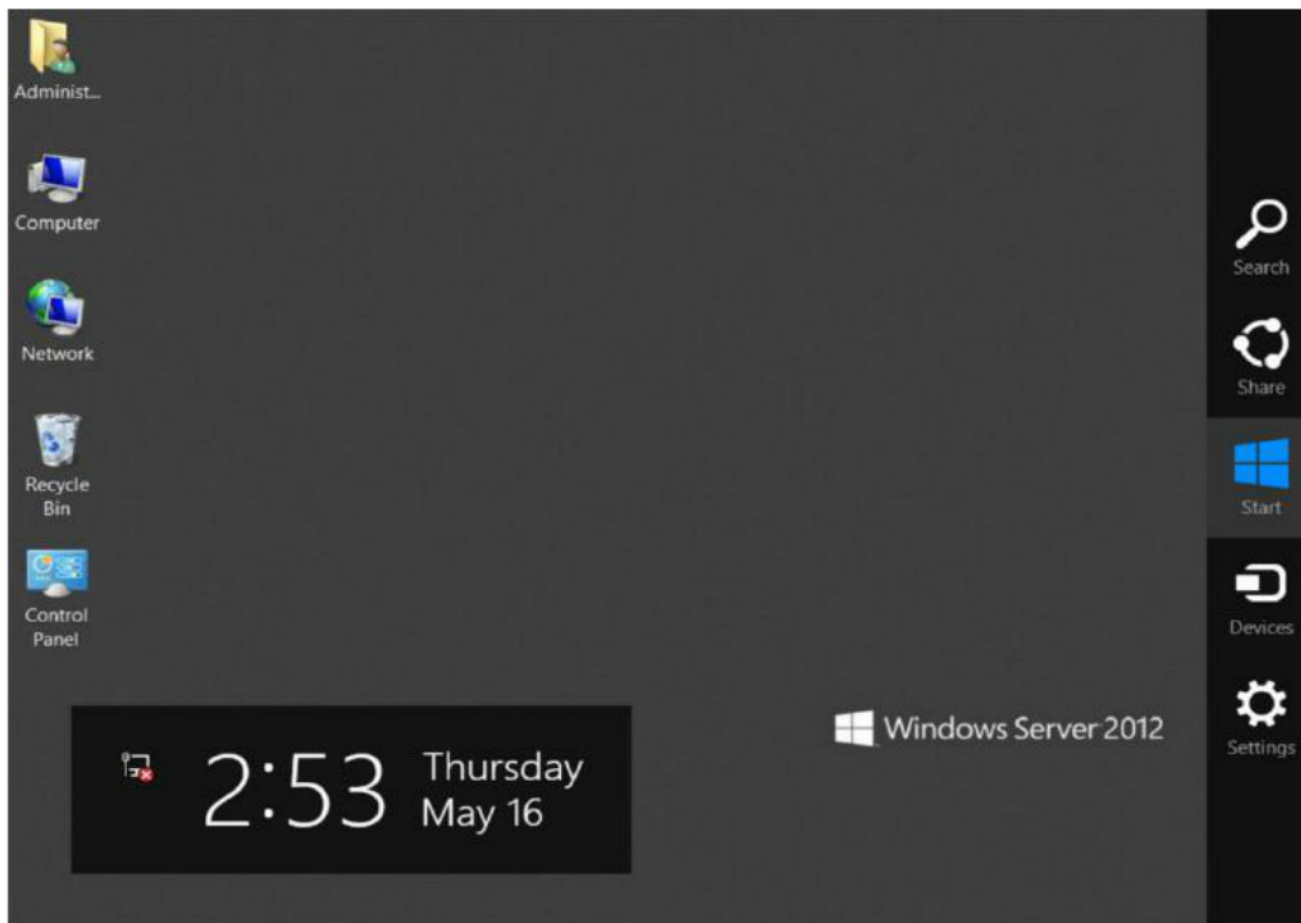
IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



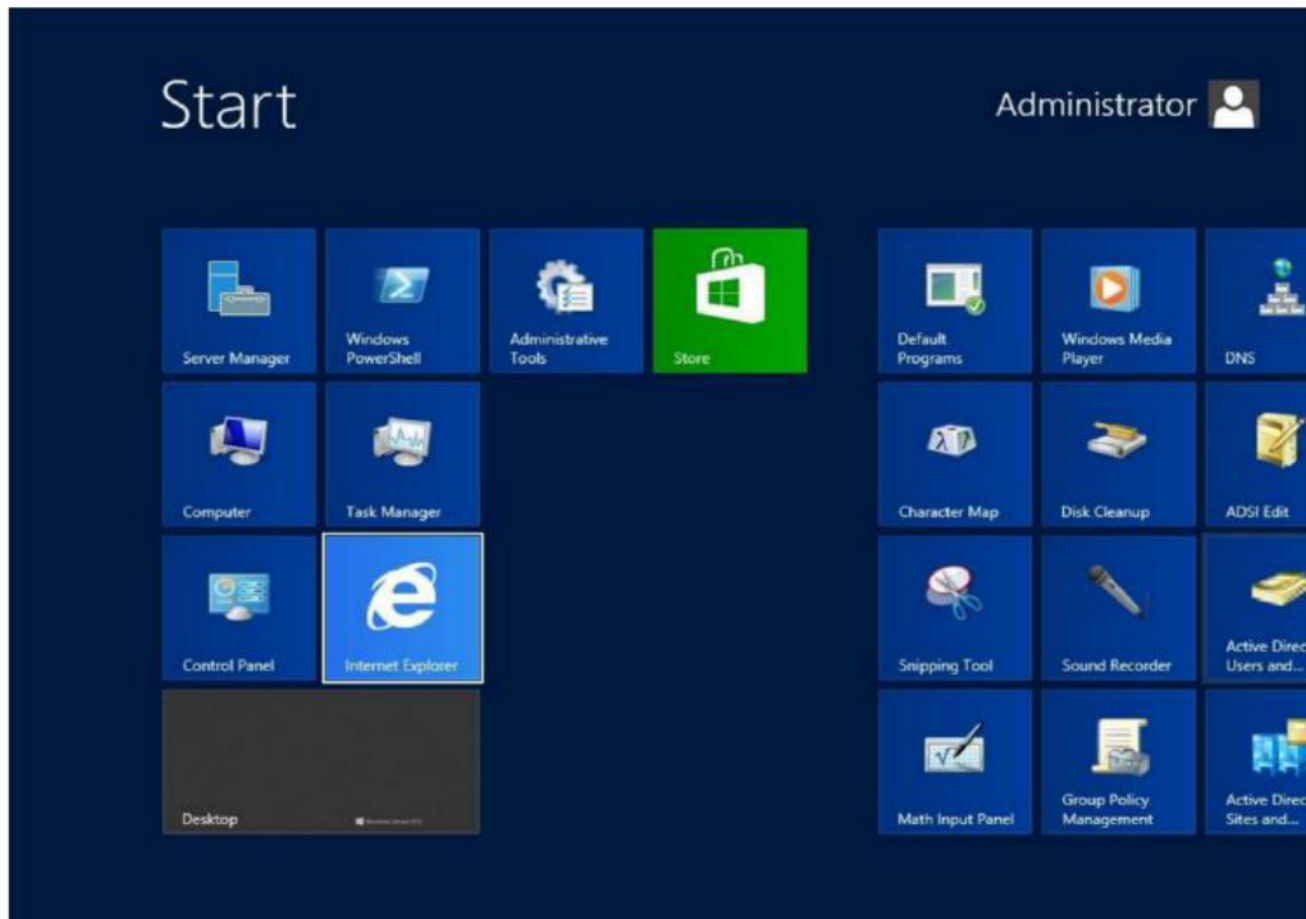


**Steps:**

- **Start**



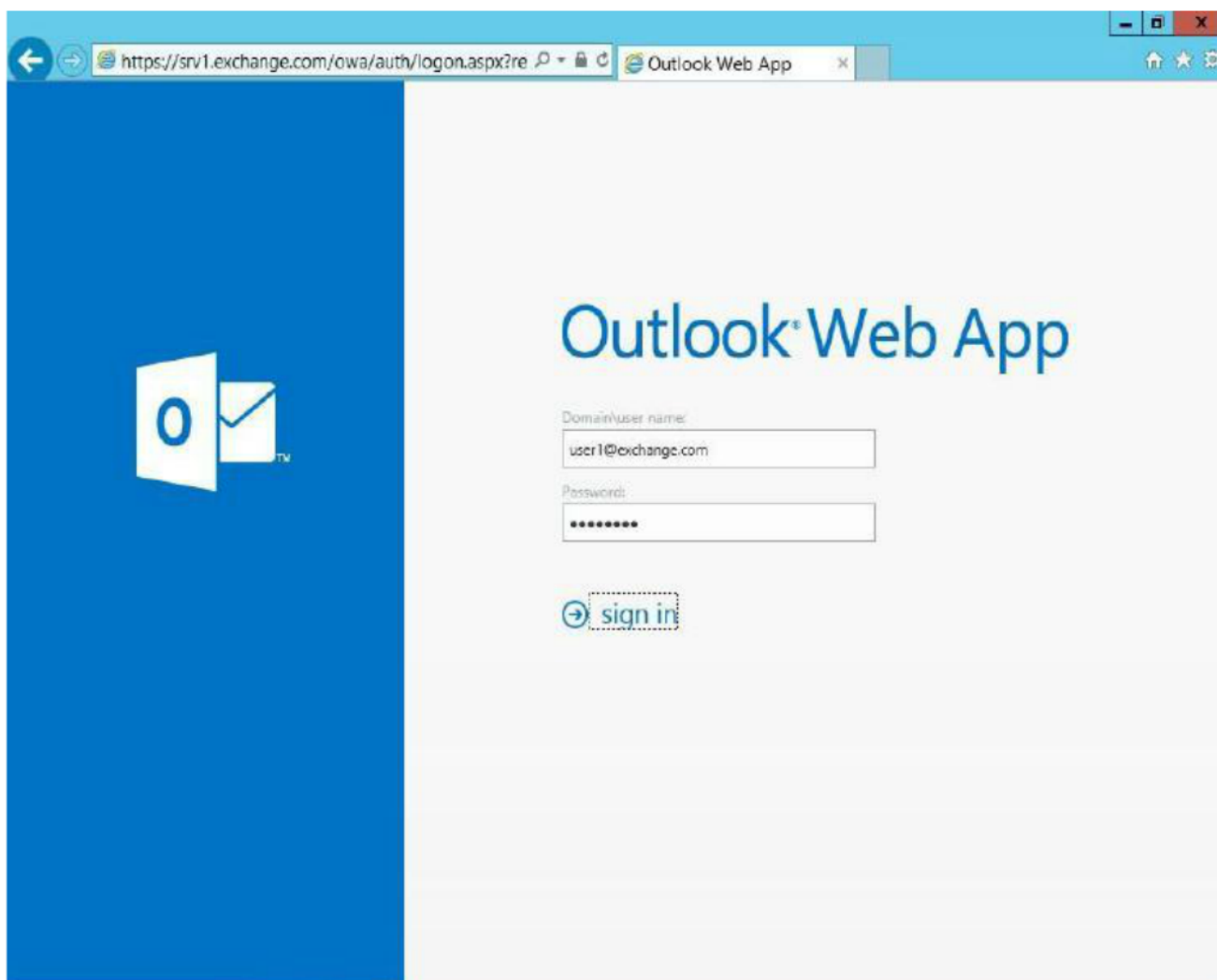
- **Open Internet Explorer**



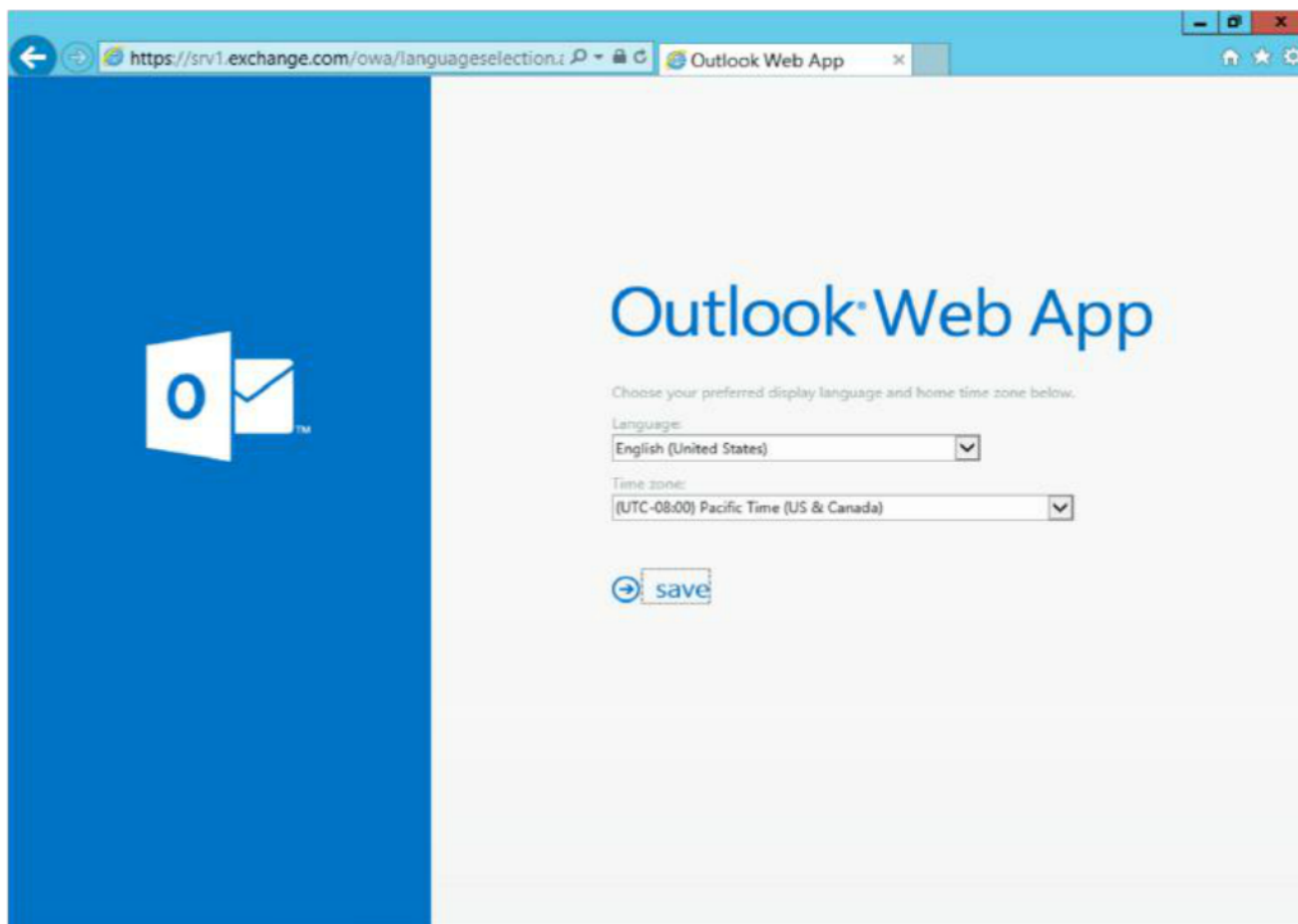
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/owa`)



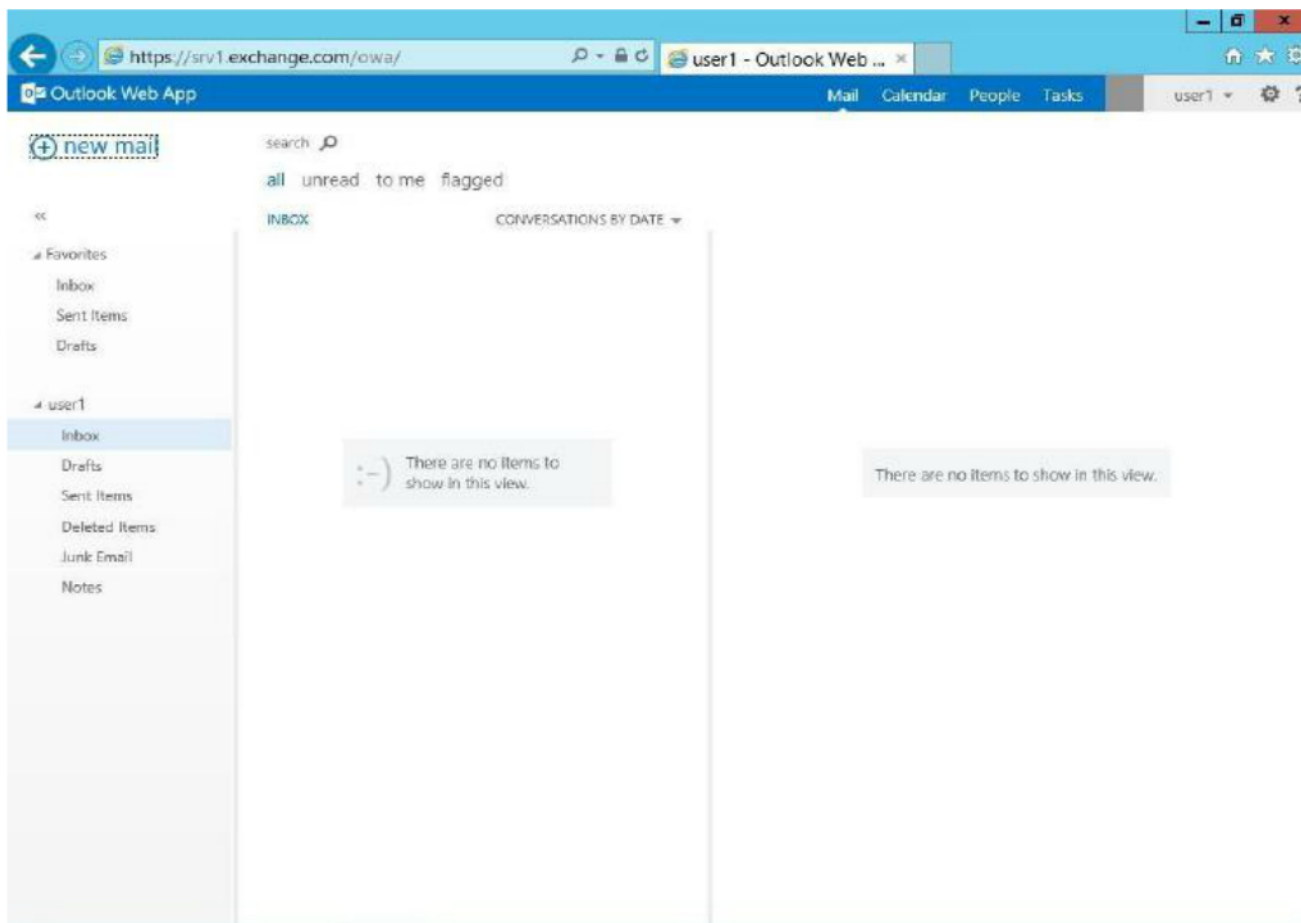
- Enter User **Name** and **Password** of the User→Click **Sign In**



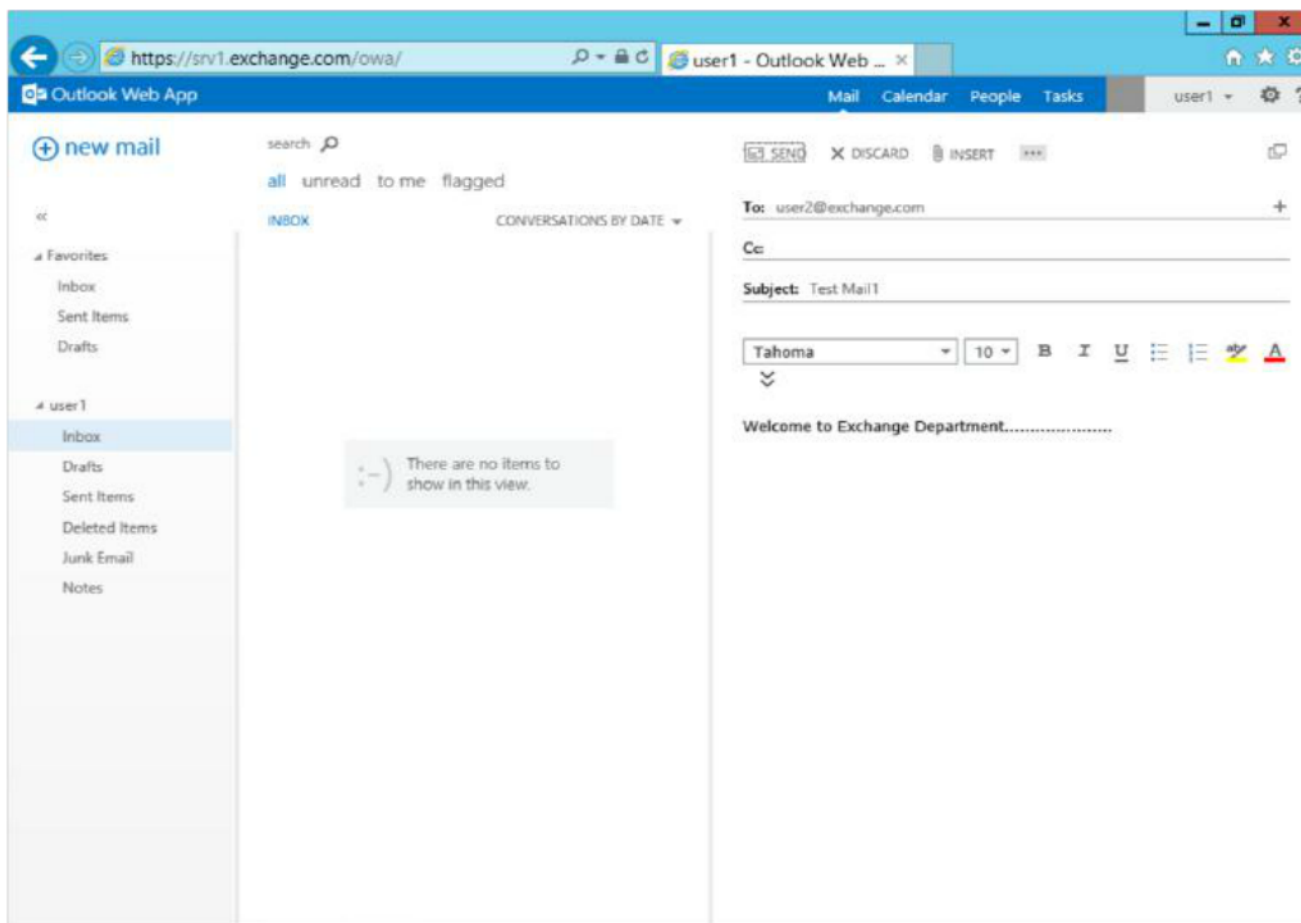
- Click **Save**



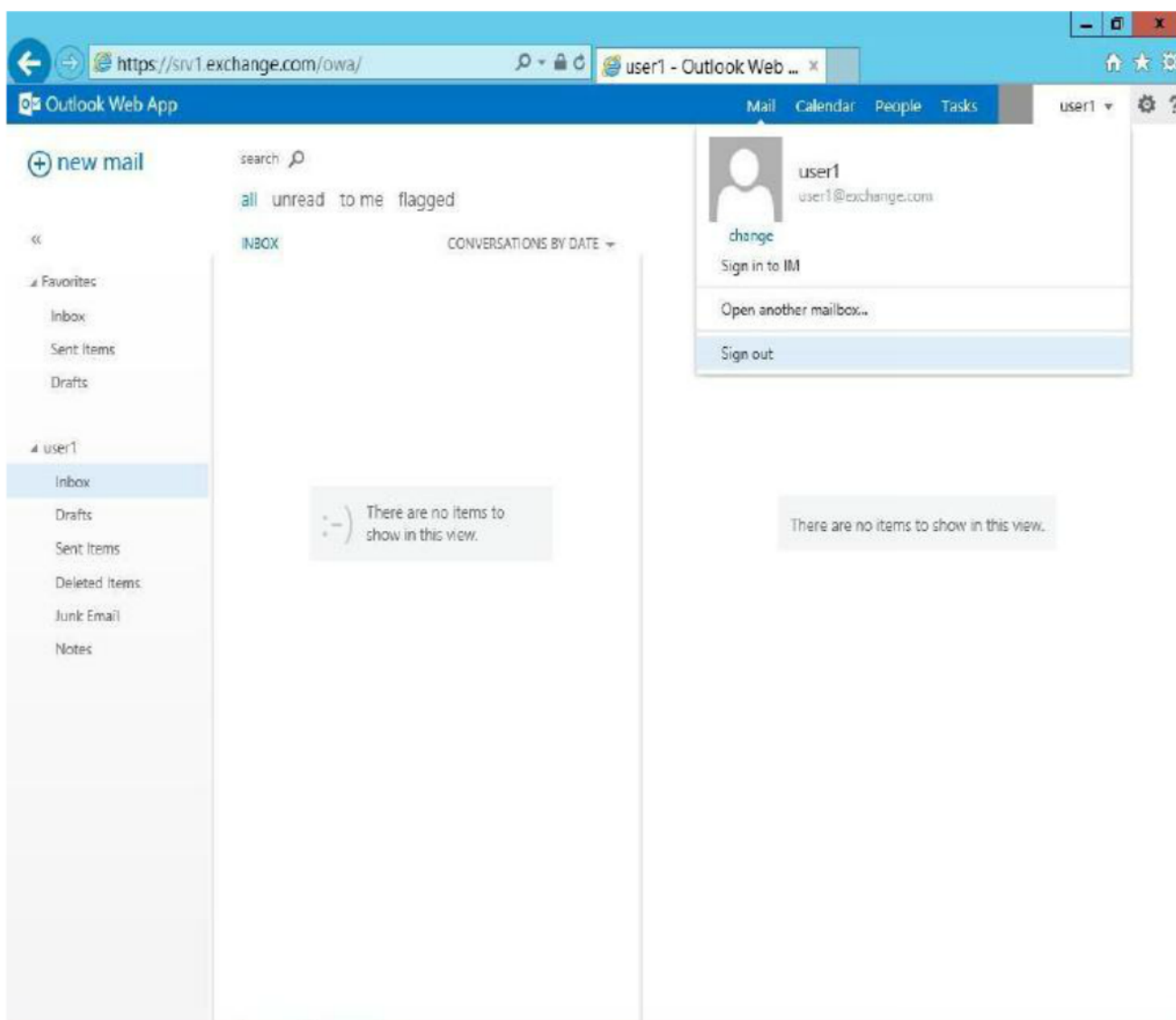
- Select **New Mail**



- Enter **User name**→enter the **Subject**→enter the **Message**→Click **Send**

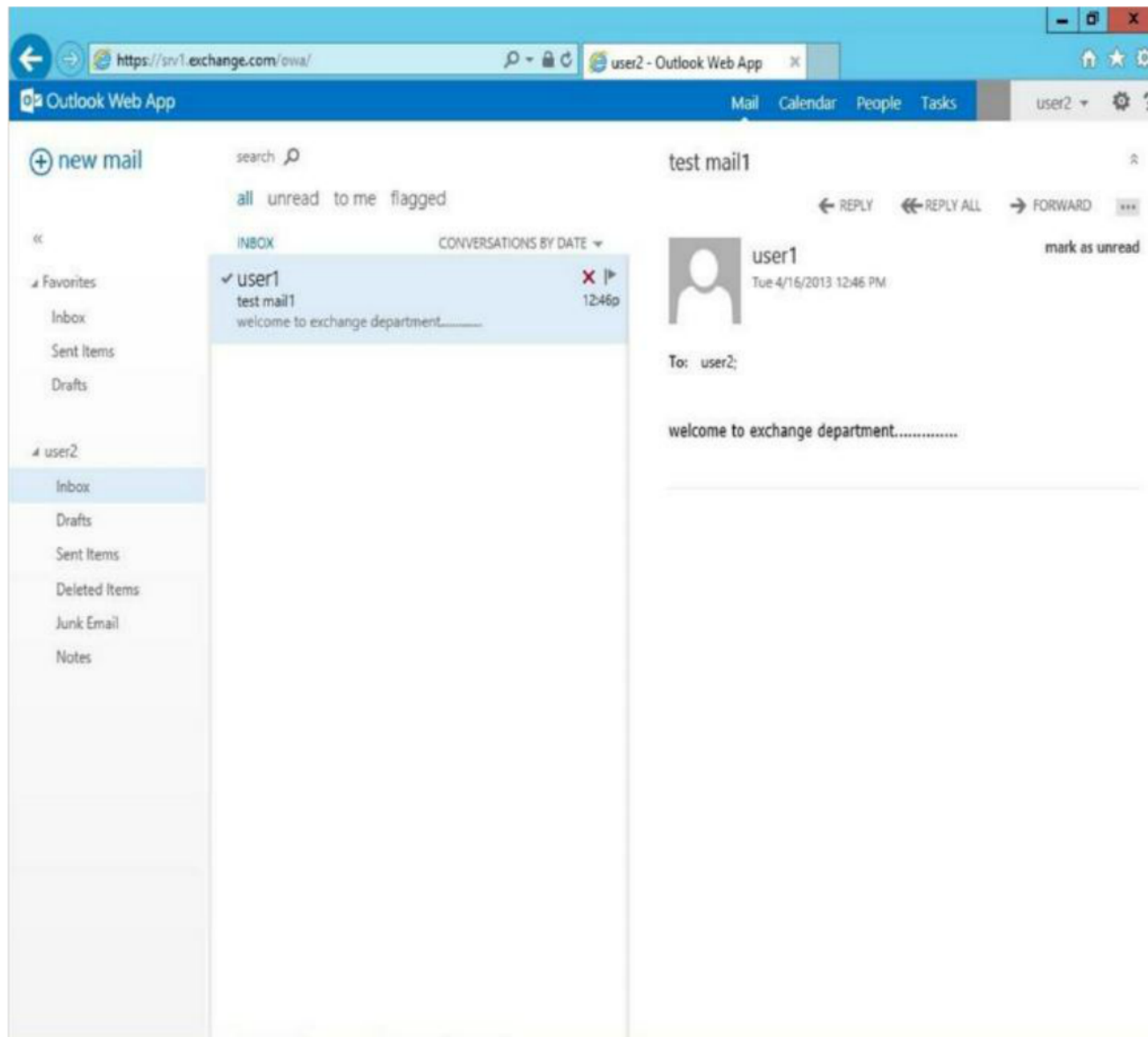


- Click on **Sign Out**



**Verification:**

- Log in as **User2** and check the **Mail** for confirmation





## Lab – 7: Accessing the Mailbox using Microsoft Office Outlook 2013

### Objective:

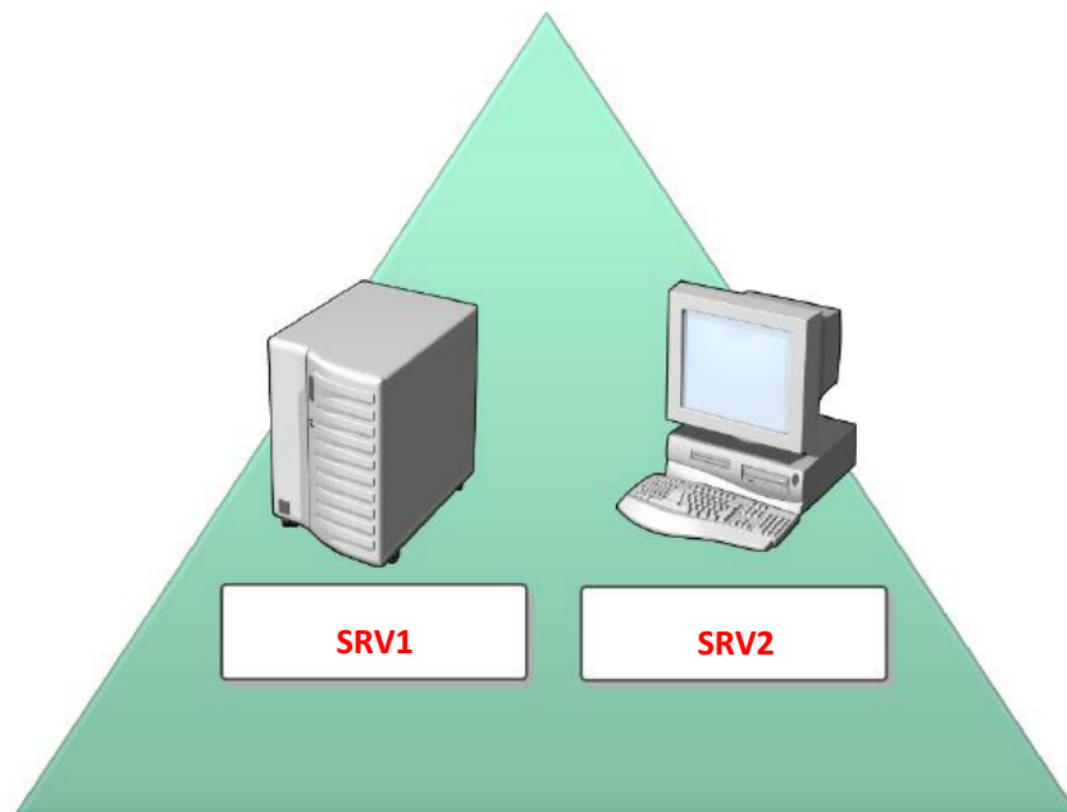
To access Email account using MS Office Outlook client

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

### Topology:



### EXCHANGE.COM

#### SRV1

#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

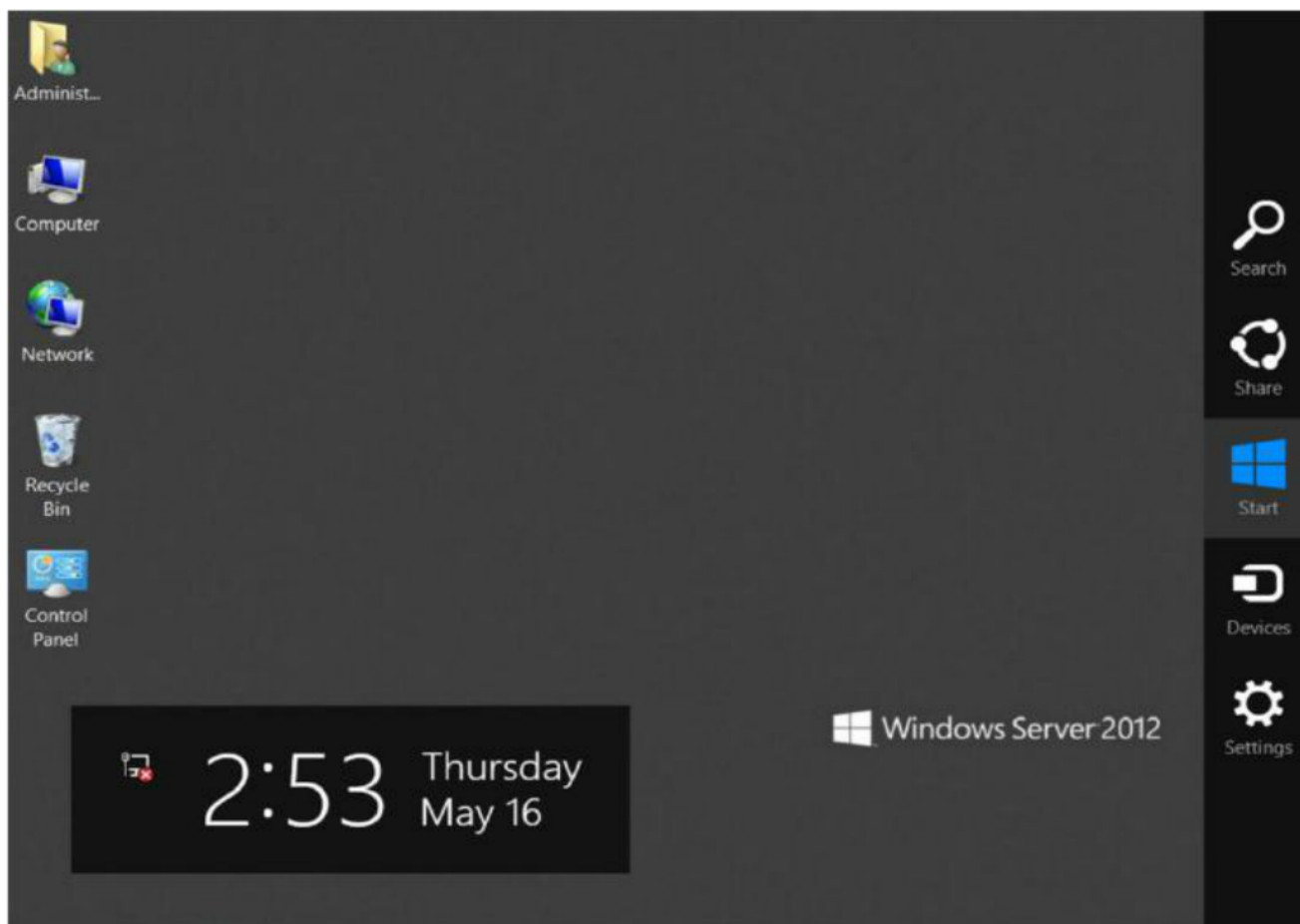
#### SRV2

#### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



- **Start**



- **Open Outlook 2013**



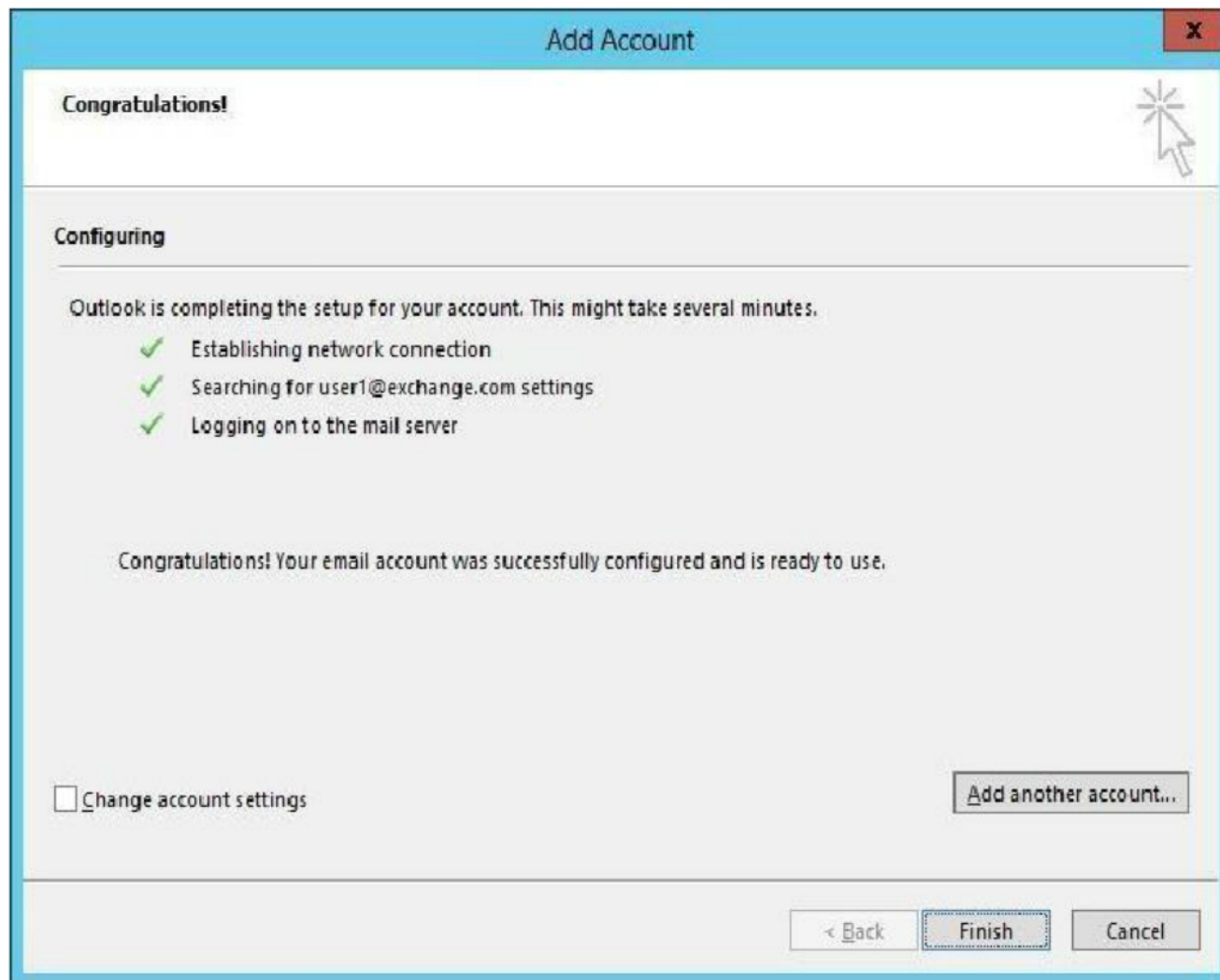
- Enter User name (Ex: - **User1**)→Click **Ok**.



- Enter User Name, E-mail Address and Password→Click **Next**

A screenshot of the 'Add Account' dialog box in Outlook. The dialog box has a light blue title bar with the text 'Add Account' and a close button. Inside, there is a section titled 'Auto Account Setup' with the text 'Outlook can automatically configure many email accounts.' and a help icon. Below this, there are two radio buttons: 'E-mail Account' (which is selected) and 'Manual setup or additional server types'. Under 'E-mail Account', there are four text input fields: 'Your Name:' with 'user1' entered, 'E-mail Address:' with 'user1@exchange.com' entered, 'Password:' with '\*\*\*\*\*' entered, and 'Retype Password:' with '\*\*\*\*\*' entered. Below the password fields, there is a note: 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

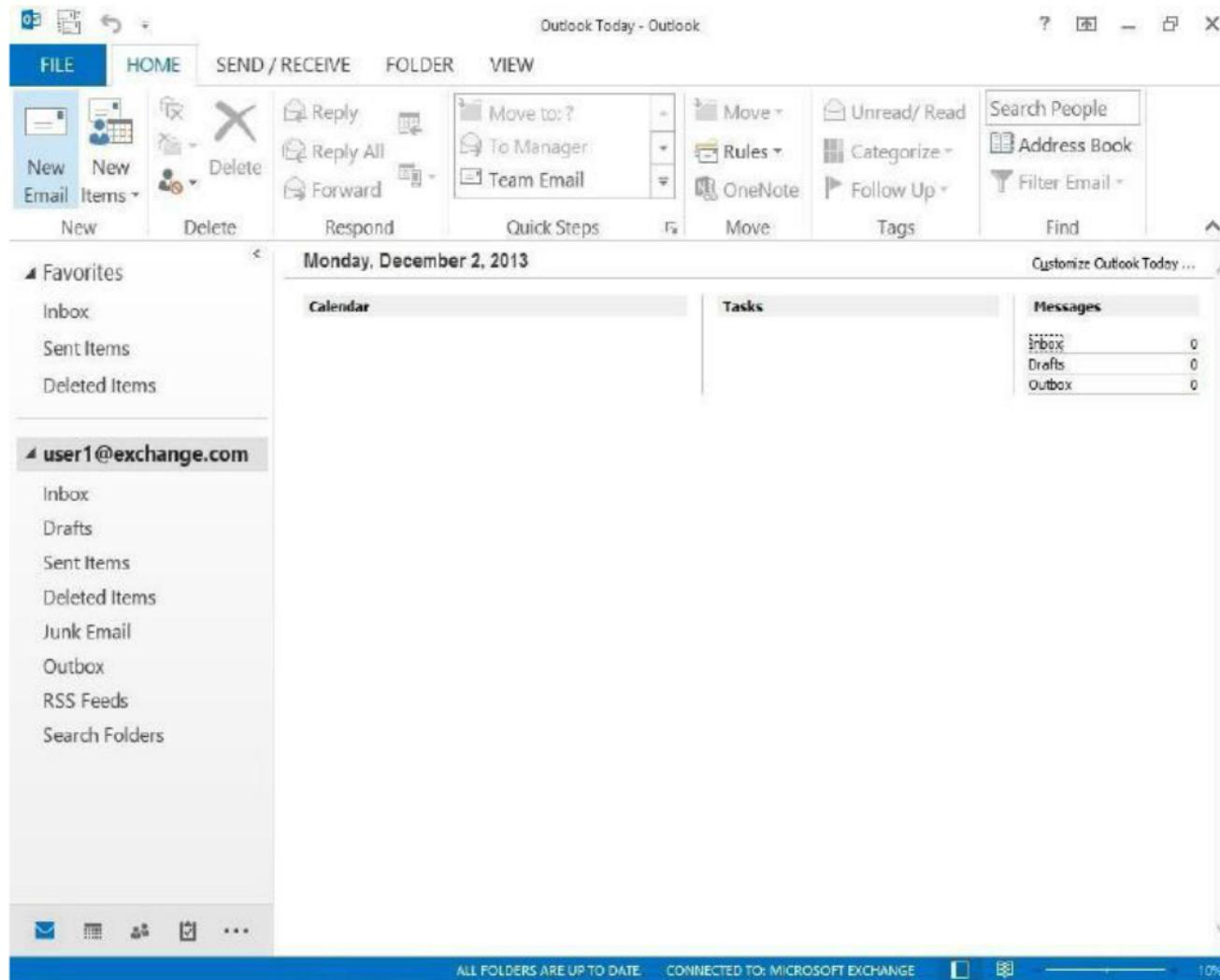
- Click **Finish**



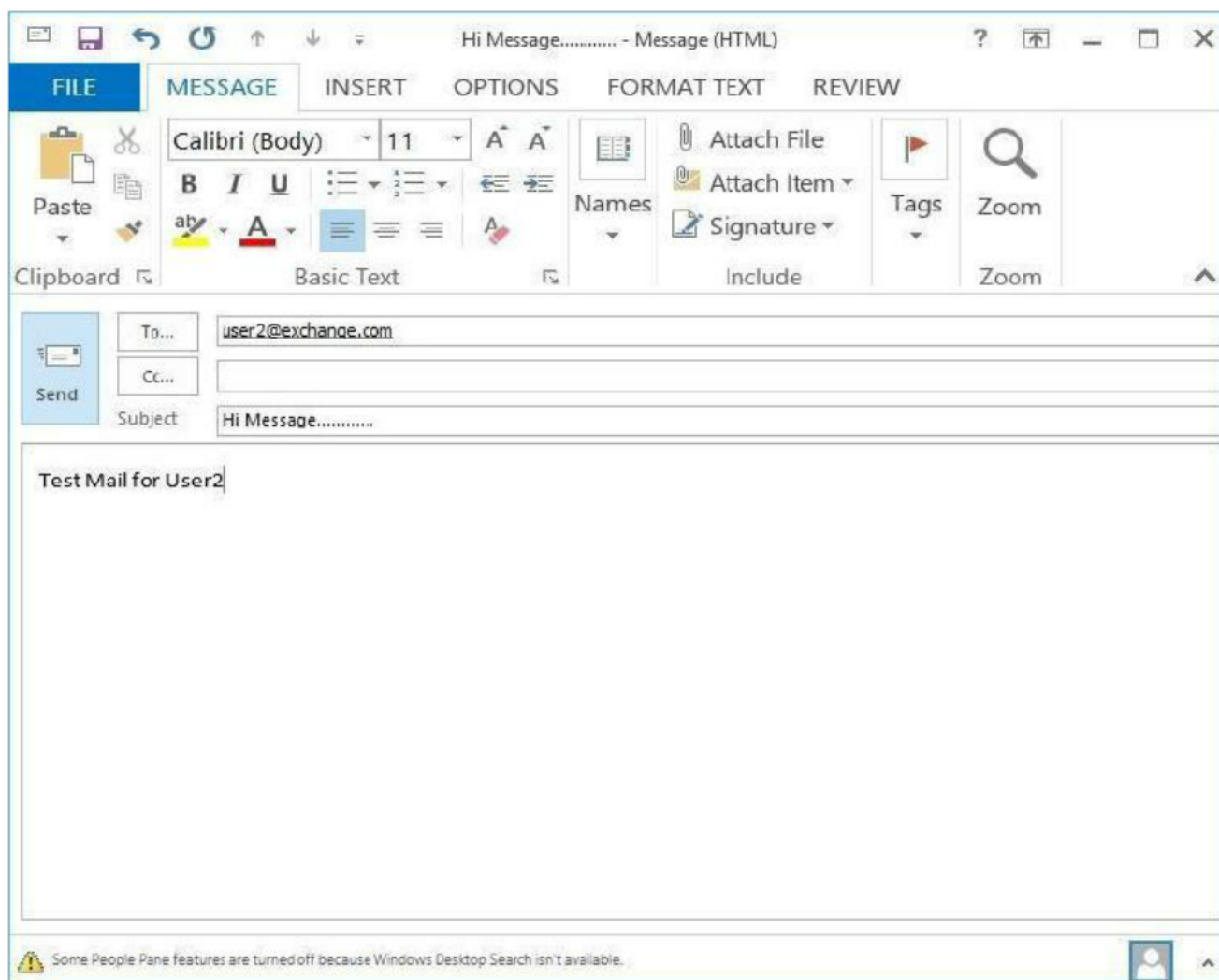
- Enter **User E-mail Address** and **Password**→Click **Ok**



- Access the Mailbox of **User1**→Click **New Mail**



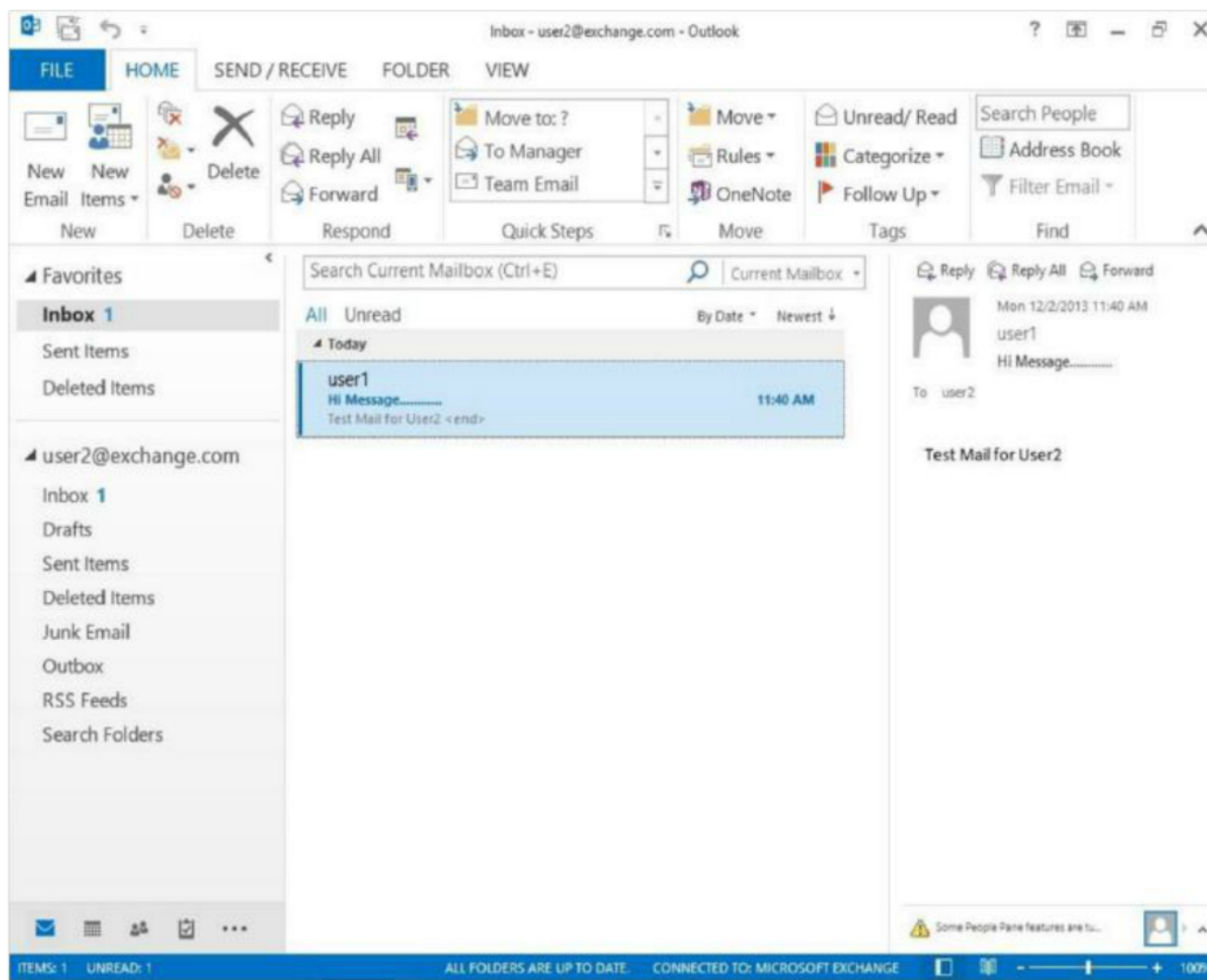
- Type the user email address (Ex: **User2**)→Click **Send**





**Verification:**

1. Log in as **User2** and check the **Mail** for confirmation in **MS Office Outlook 2013**



## Lab – 8: Adding Multiple E-Mail Addresses to Mailbox

### Objective:

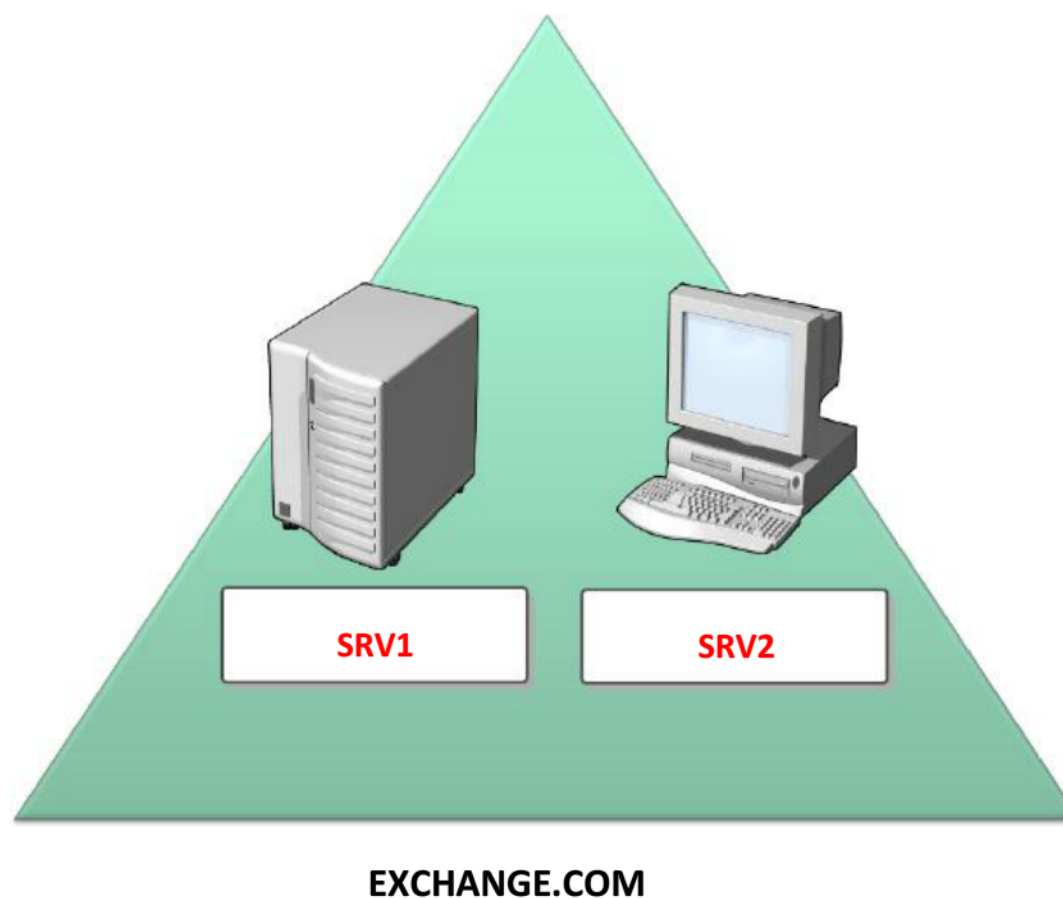
To add multiple emails addresses for a Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

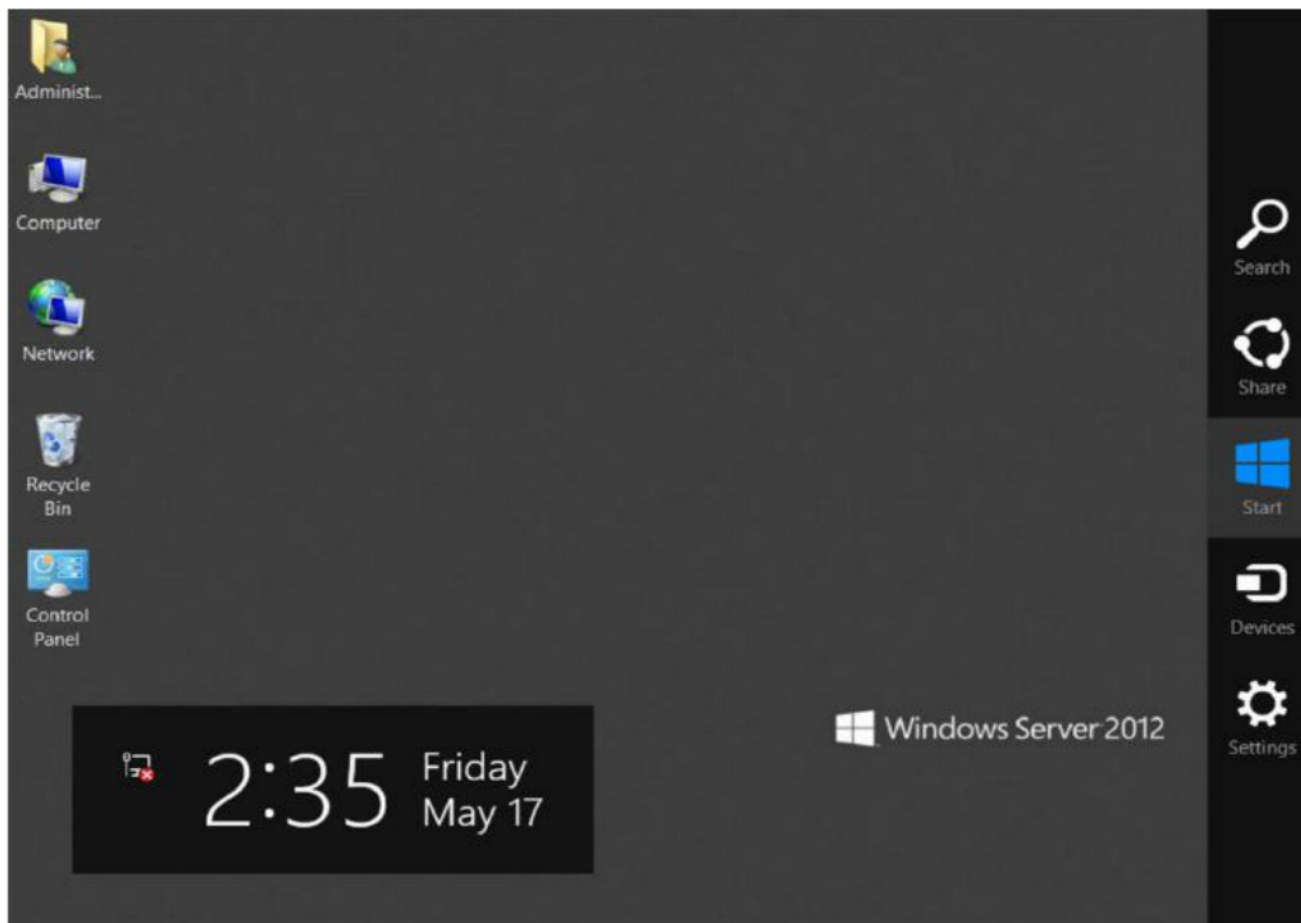
#### SRV2

##### Client

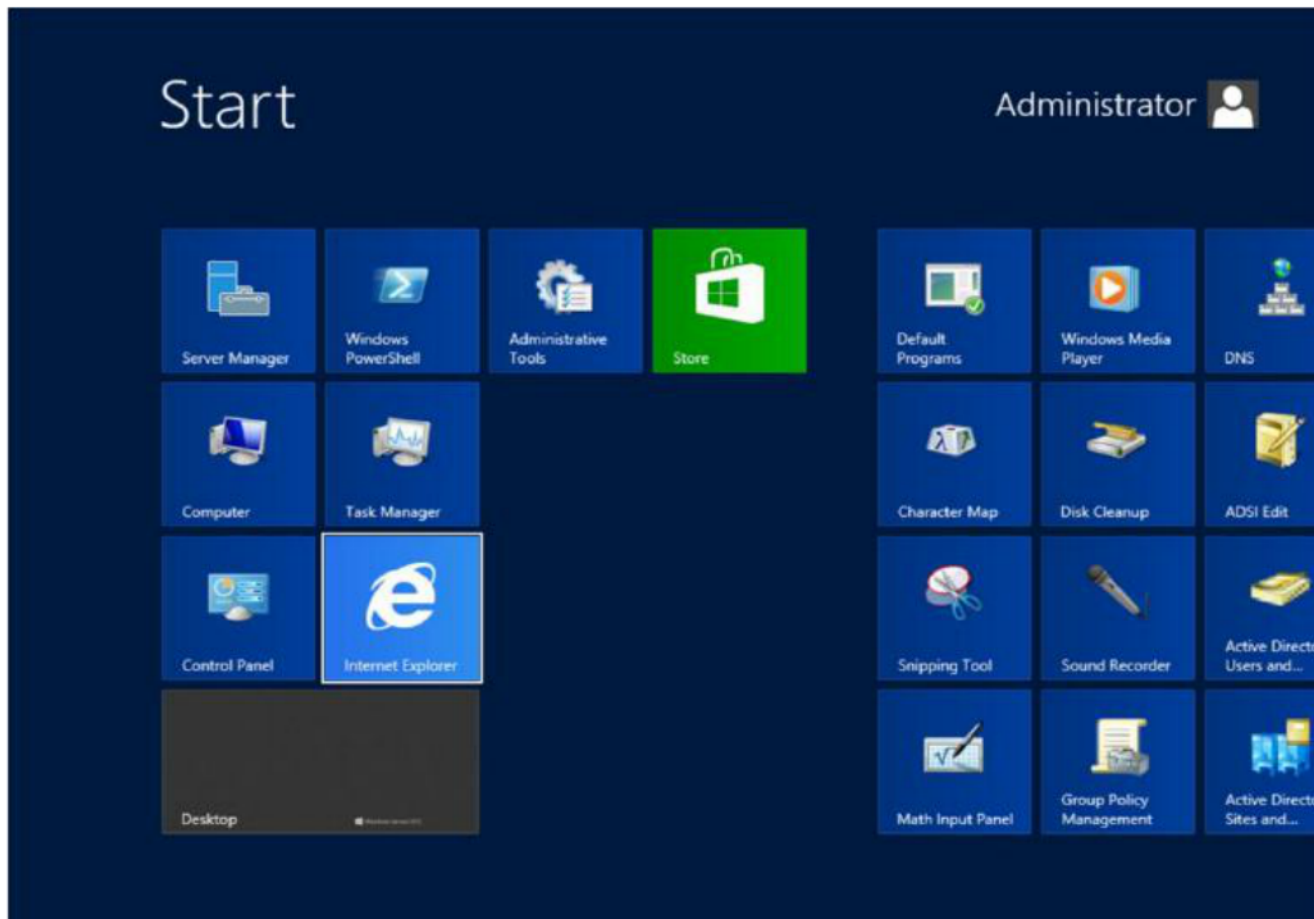
IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

**Steps:**

- **Start**



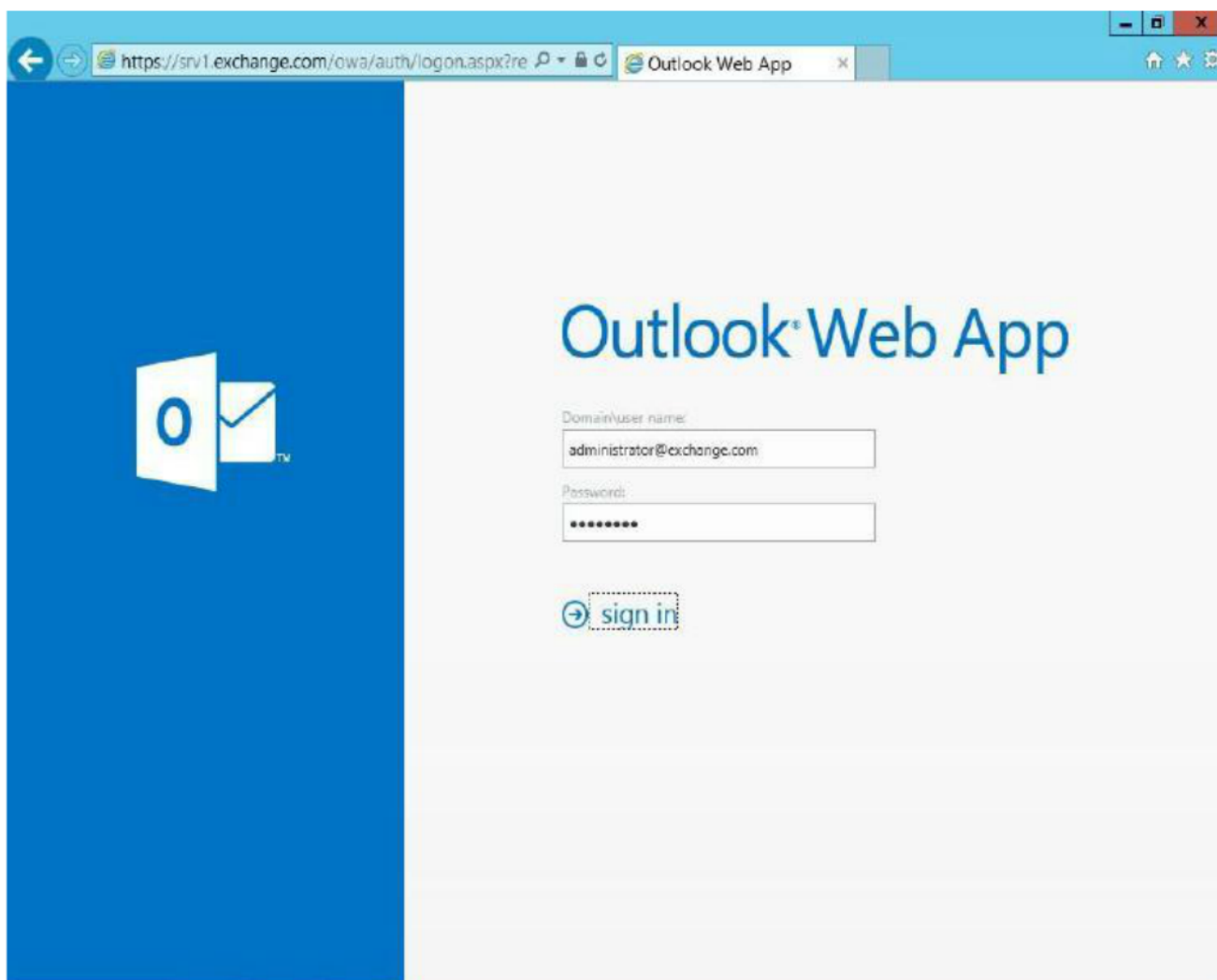
- **Open Internet Explorer**



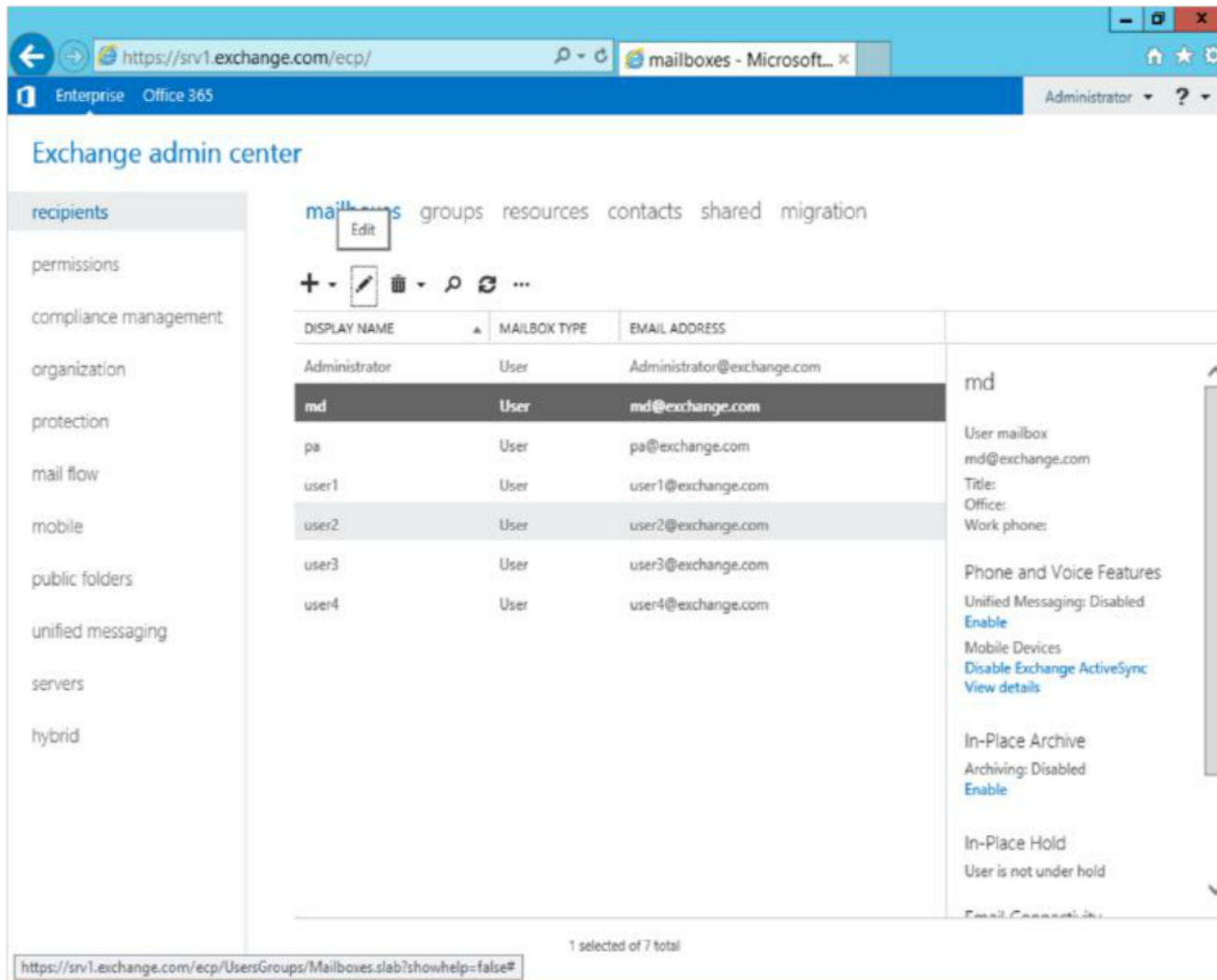
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



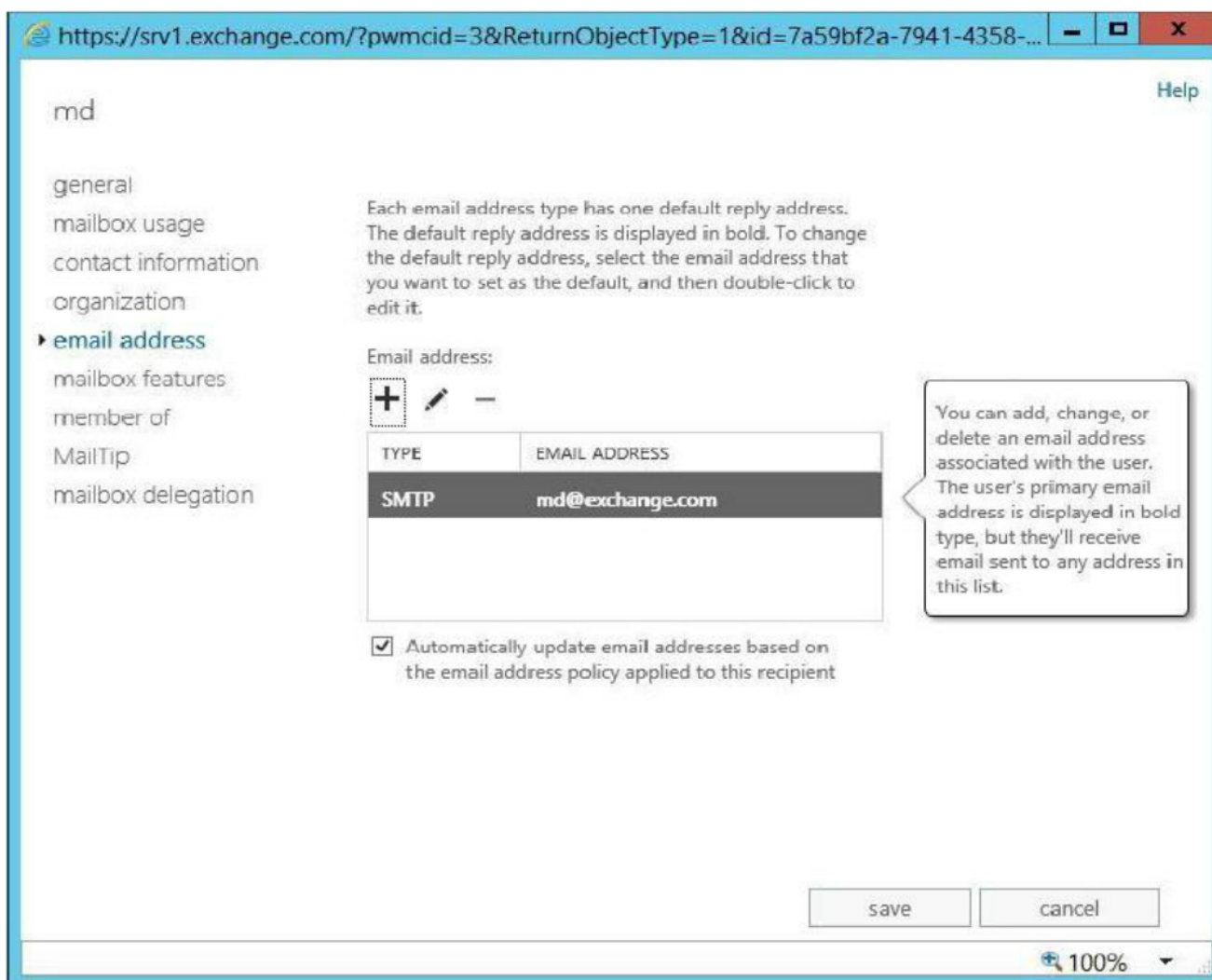
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: MD)→select **Edit** tab



- Select **email address** tab→click **Add (+)**





- Enter the **E-mail Address** (Ex: **raj@exchange.com**)→click **OK**

new email address Help

Email address type:

☒ SMTP

☐ EUM

☐ enter a custom address type

The address can be EX, X.500, X.400, MSMail, CcMail, Lotus Notes, NovellGroupWise, EUM Proxy address, and free text. [Learn more](#)

\*Email address:

raj@exchange.com

ok cancel

- Click **Save**

md Help

general

mailbox usage

contact information

organization

► **email address**

mailbox features

member of

MailTip

mailbox delegation

Each email address type has one default reply address. The default reply address is displayed in bold. To change the default reply address, select the email address that you want to set as the default, and then double-click to edit it.

Email address:

+ ✎ -

TYPE	EMAIL ADDRESS
SMTP	<b>md@exchange.com</b>
smtp	raj@exchange.com

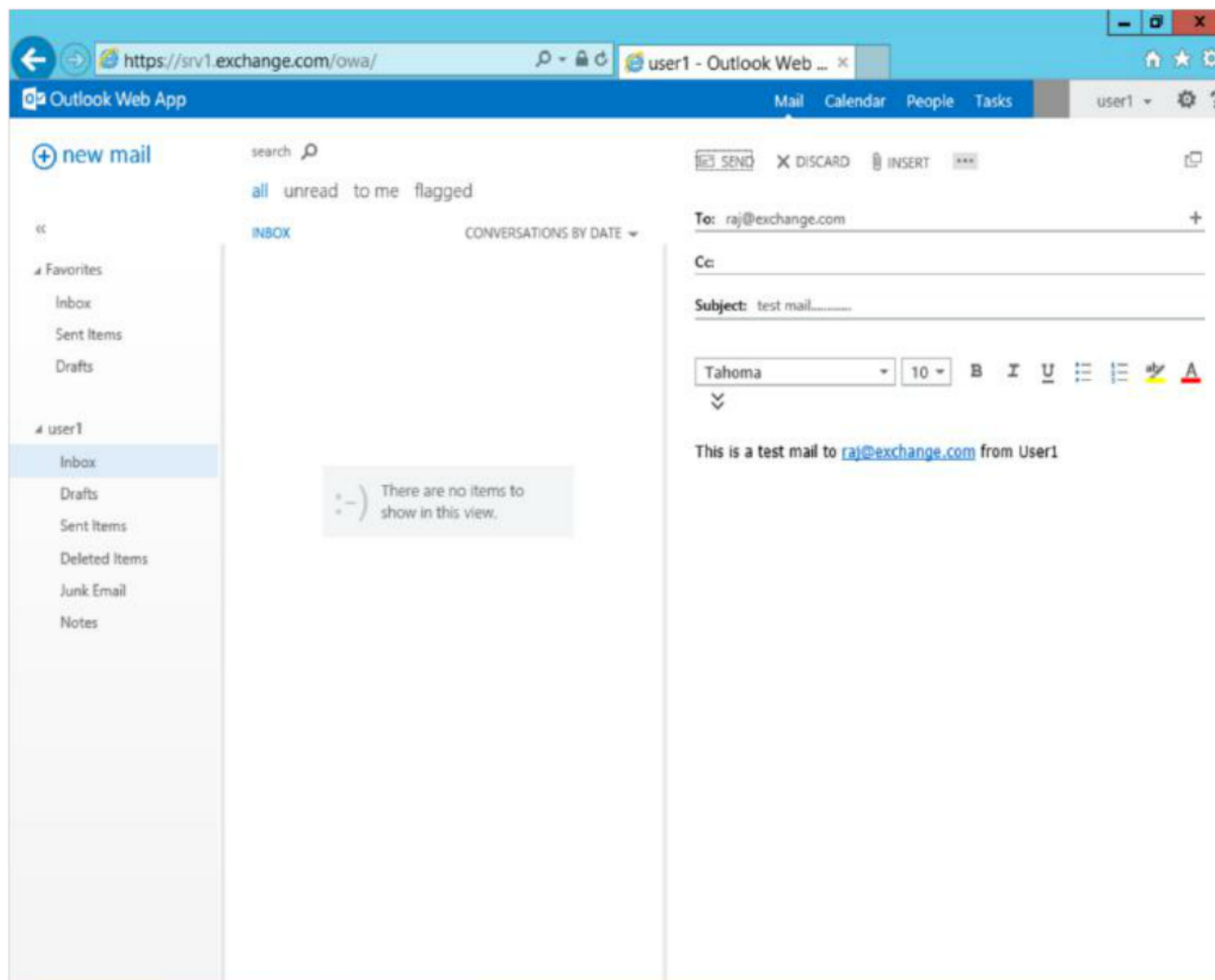
☒ Automatically update email addresses based on the email address policy applied to this recipient

save cancel

100%

**Verification:**

- Log in to User Mailbox (**Ex: User1**) and send email to **raj@exchange.com** and verify the mail in the **Inbox** of **MD User**



## Lab – 9: Applying Message Delivery Restriction on the User

### Objective:

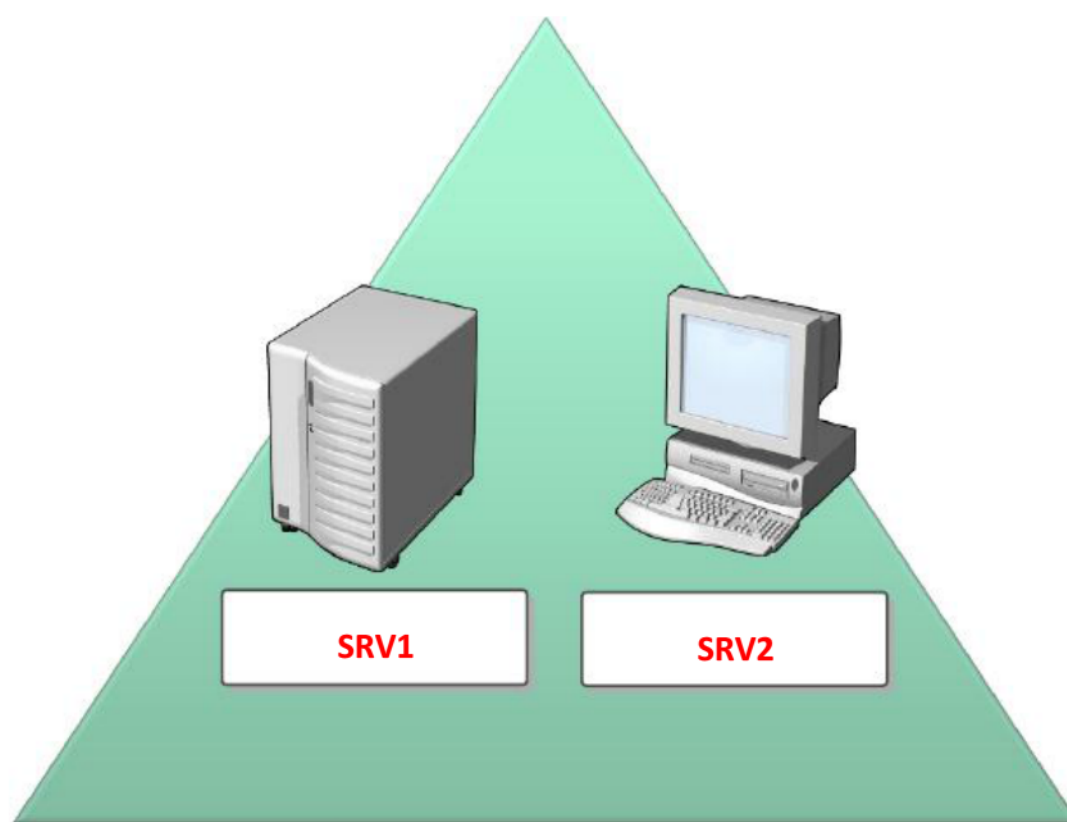
To block a user from sending emails to a specific Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

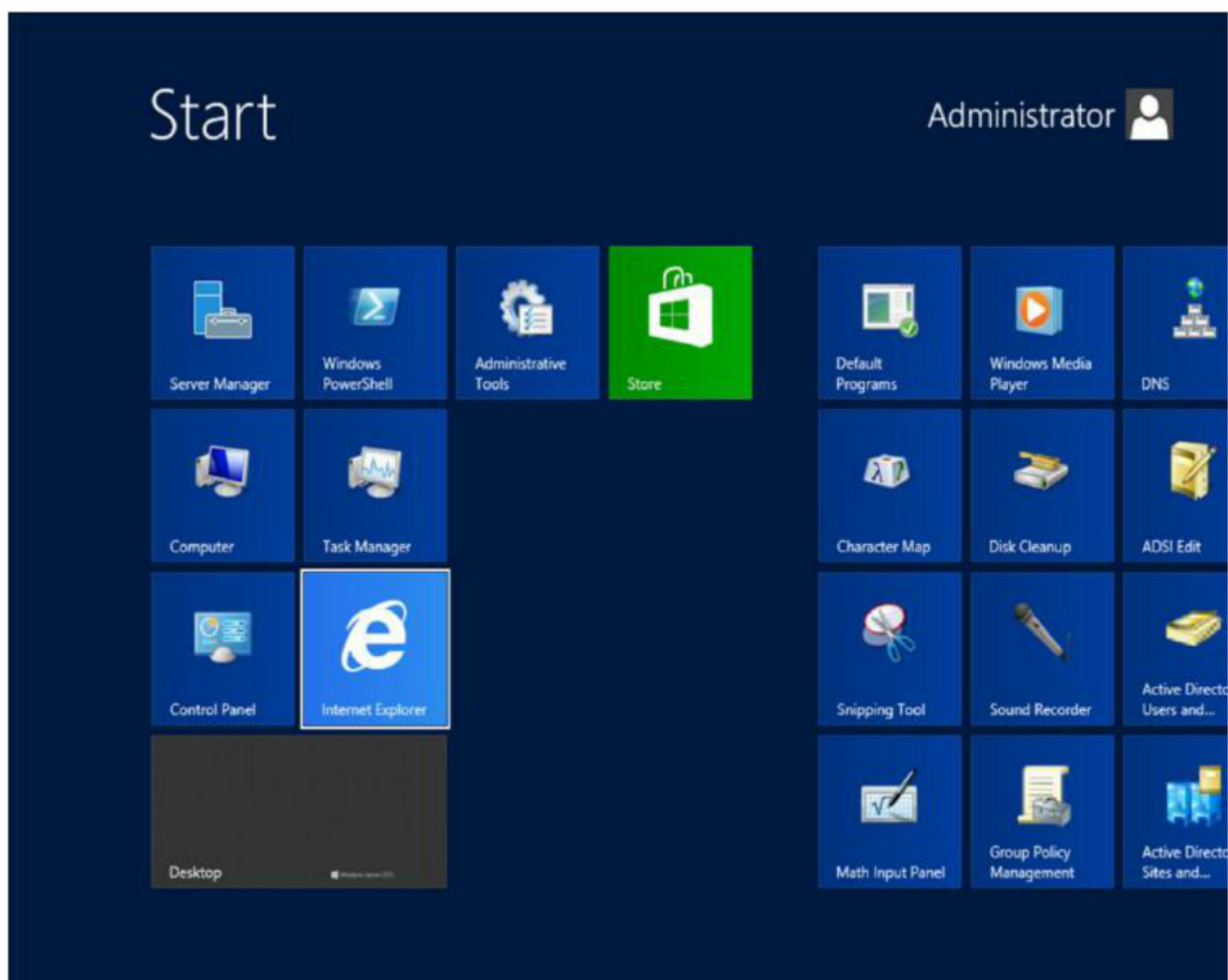


**Steps:**

- **Start**



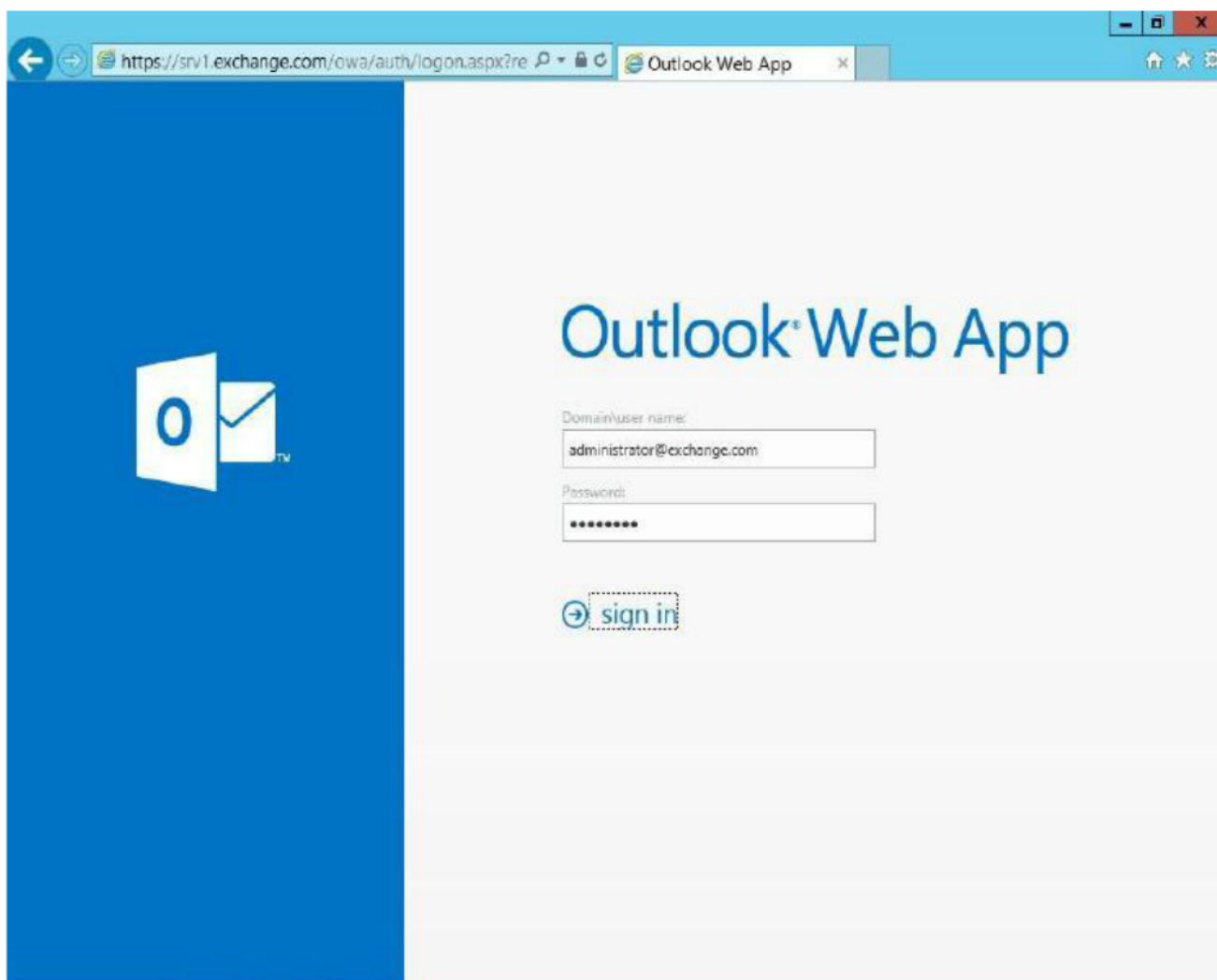
- **Open Internet Explorer**



- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)

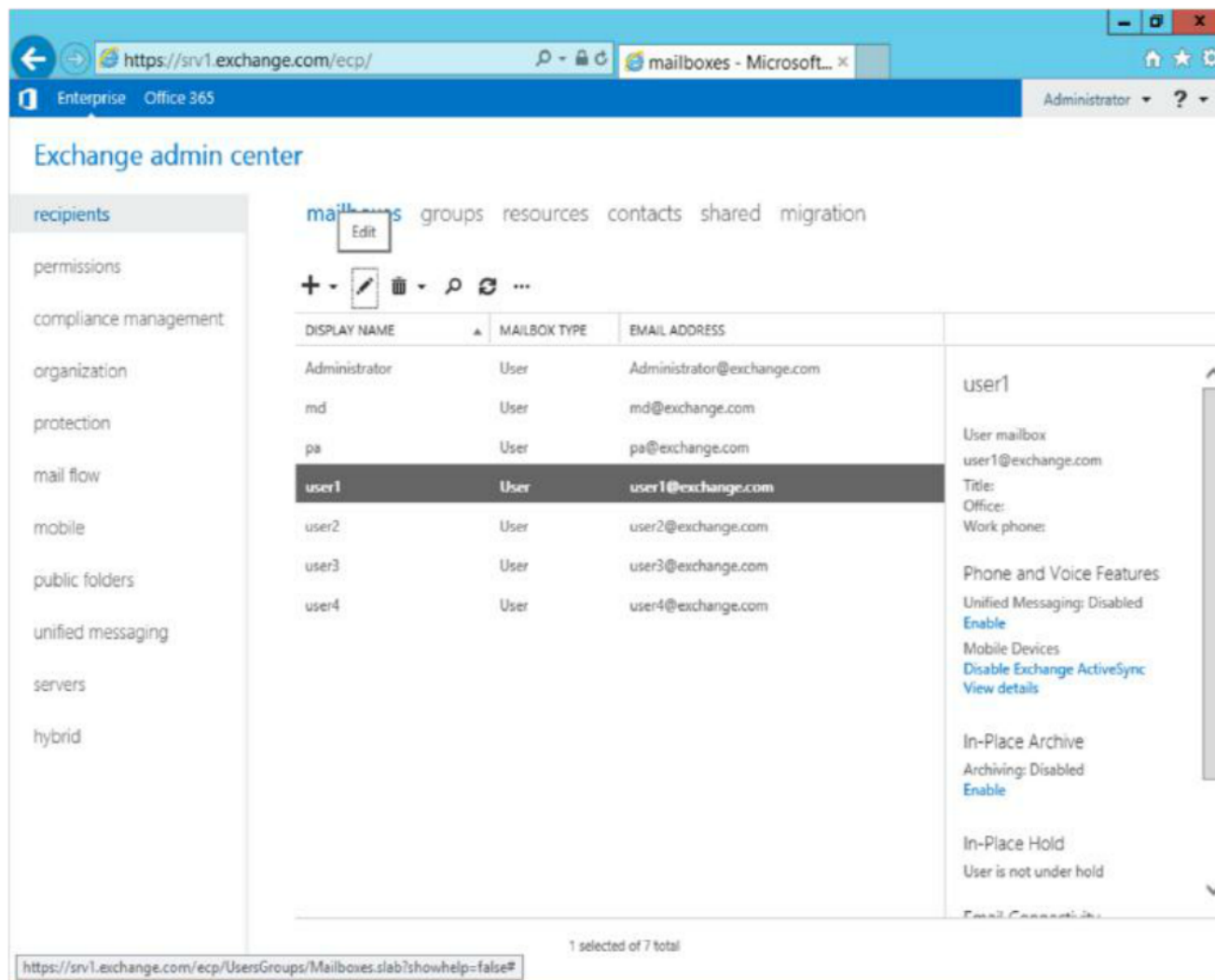


- Enter **User Name and Password**→click **sign in**

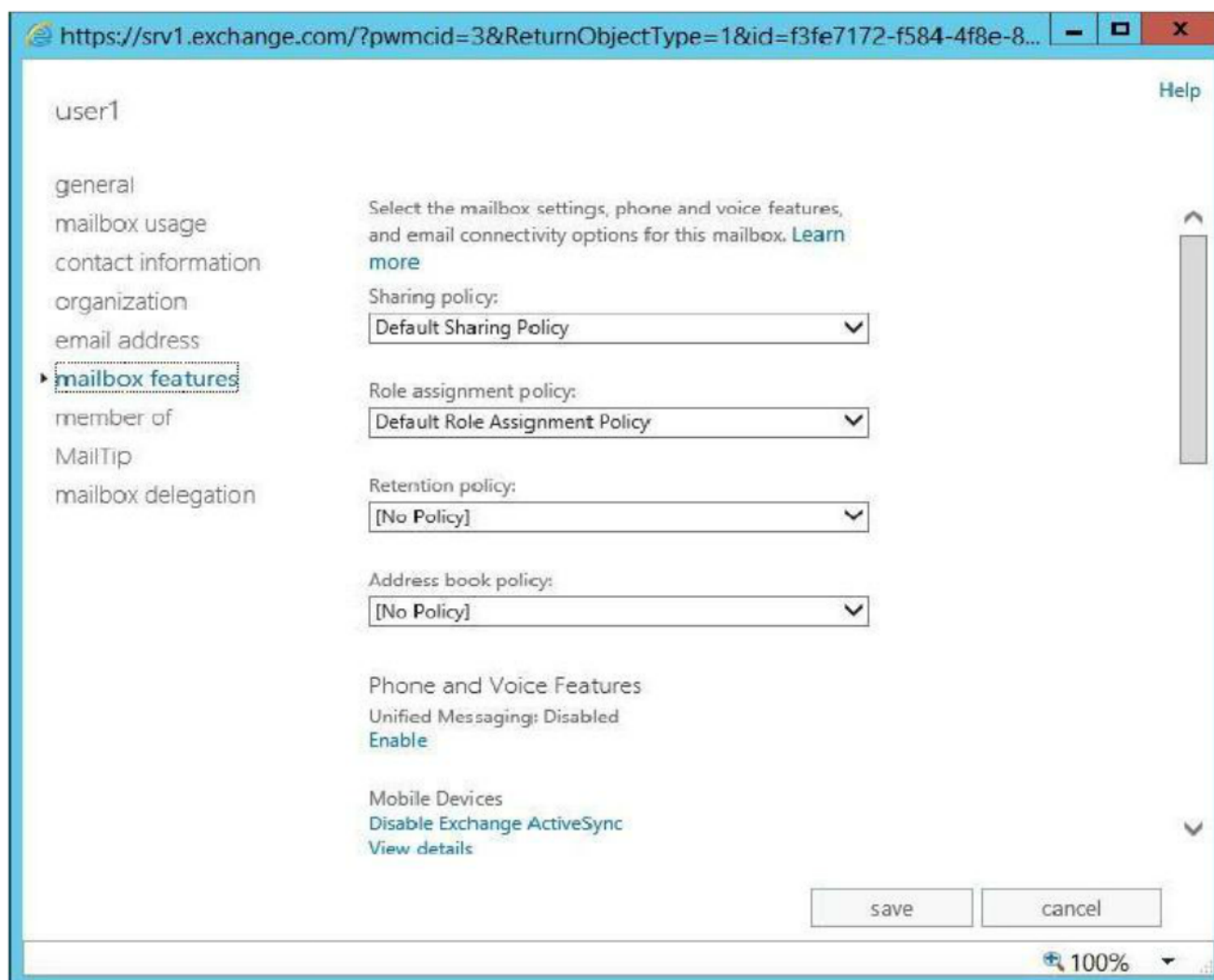




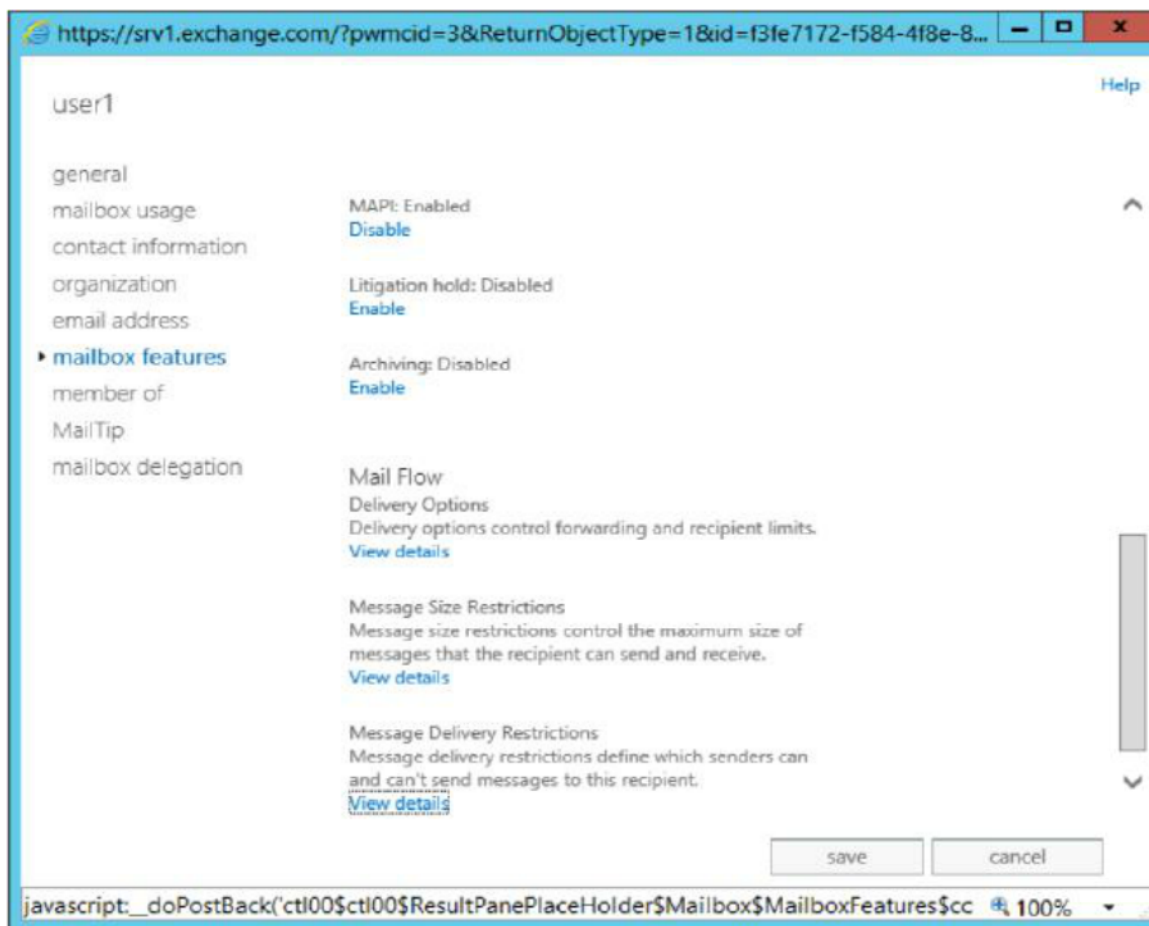
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: **user1**)→select **Edit** tab



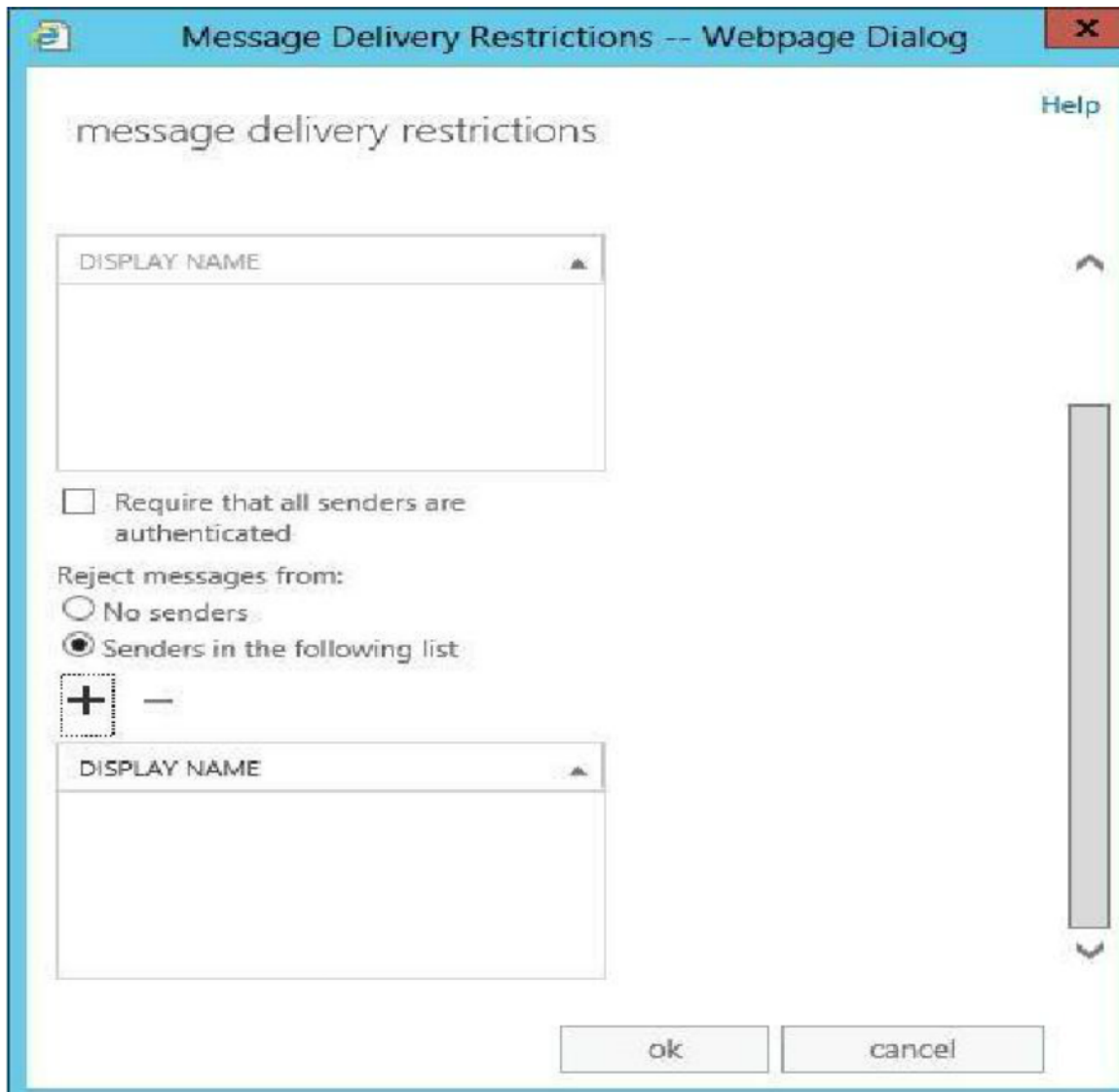
- Select **Mailbox Features**→scroll down



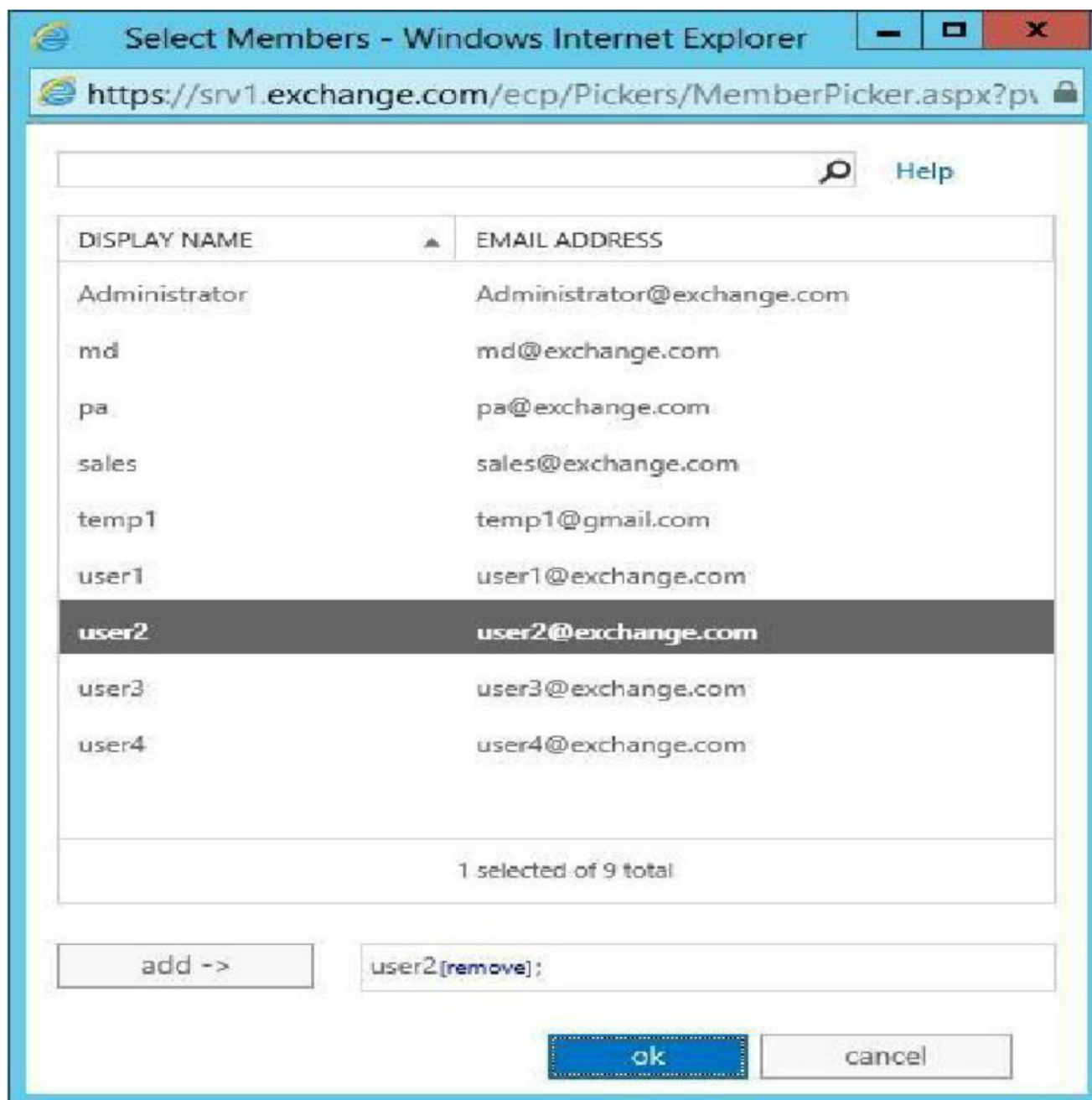
- In **Message Delivery Restriction** select **View Details**



- In **Reject messages from**, select **Senders in the following list**→click **Add (+)**



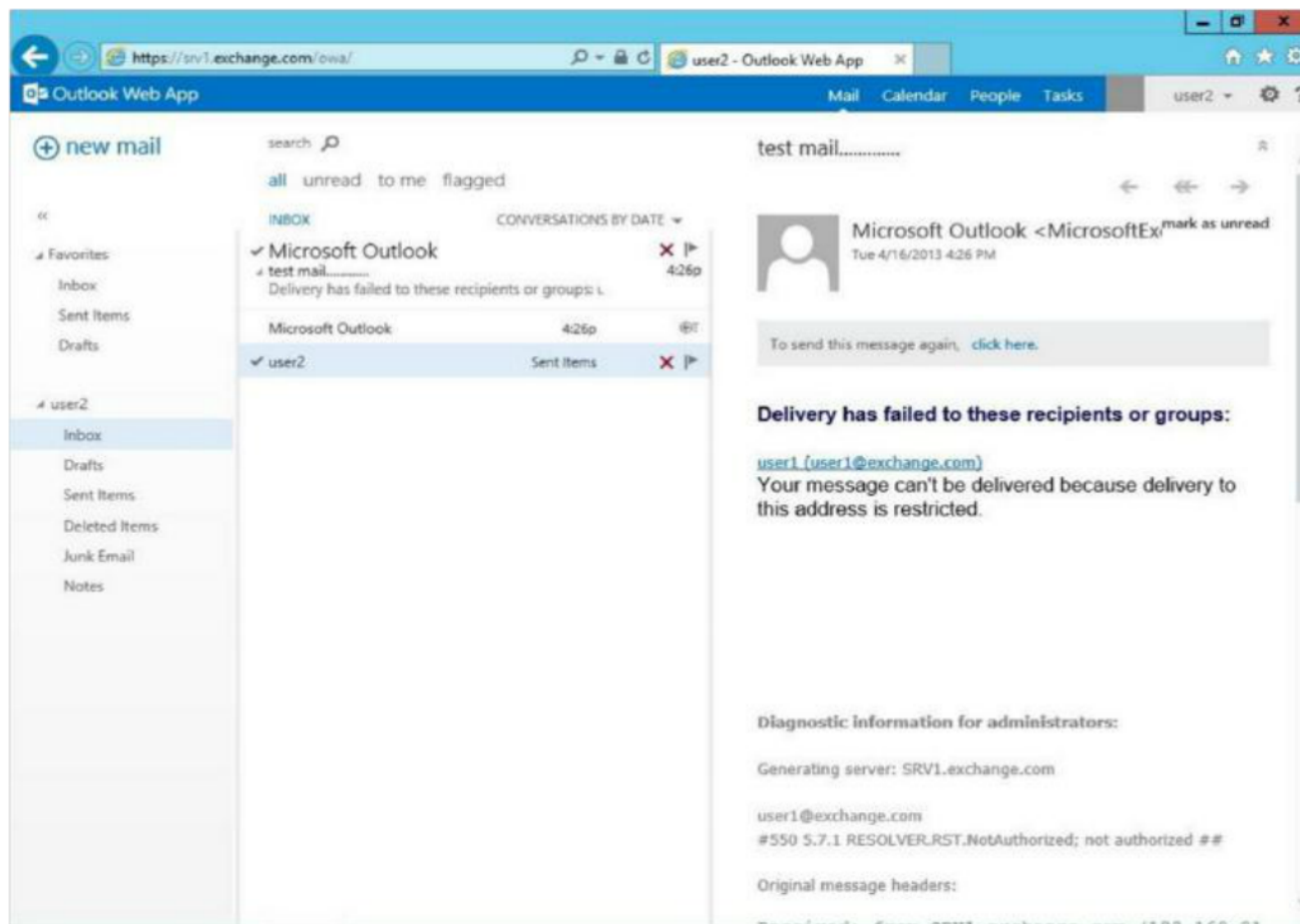
- Select the user (**Ex: User2**)→click **Add**→Click **Ok**→



- Click **Ok**→Click **Save**

**Verification:**

- Login as user (Ex:**User-2**) and send message to **User1**, and verify for **Undeliverable Message**



## Lab – 10: Applying Message Size Restriction on the User

### Objective:

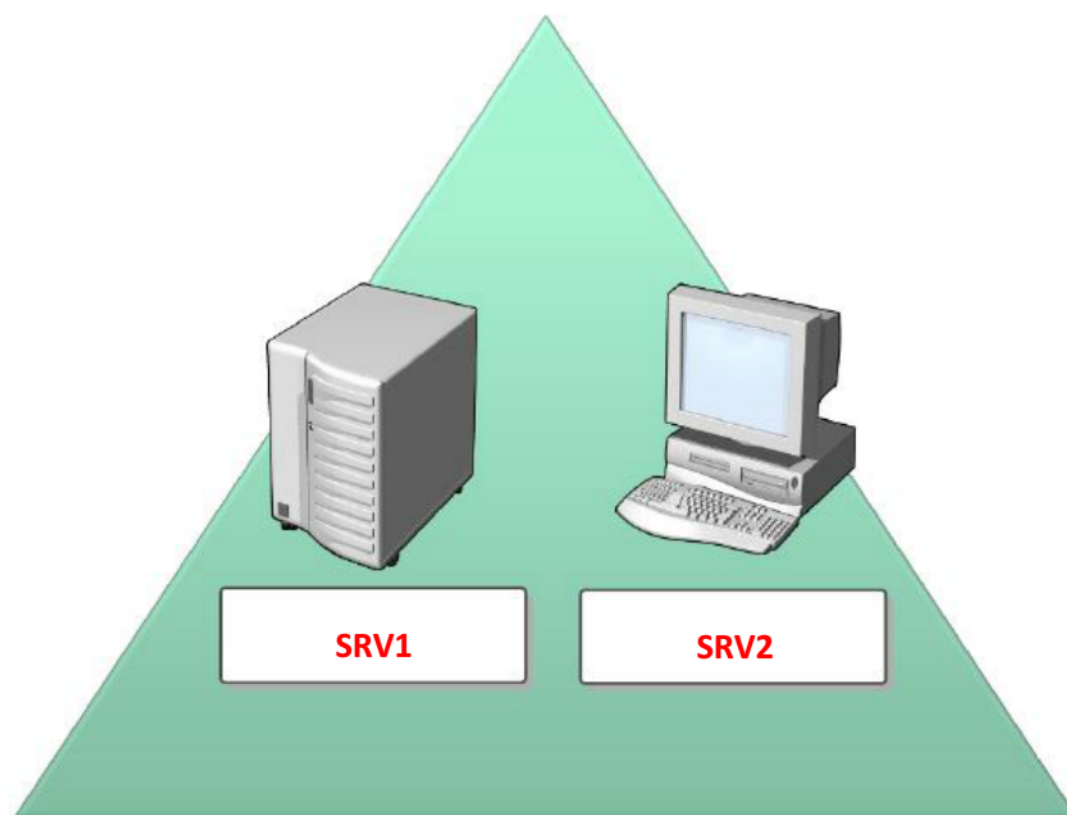
To define message size limits for sending and receiving email.

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

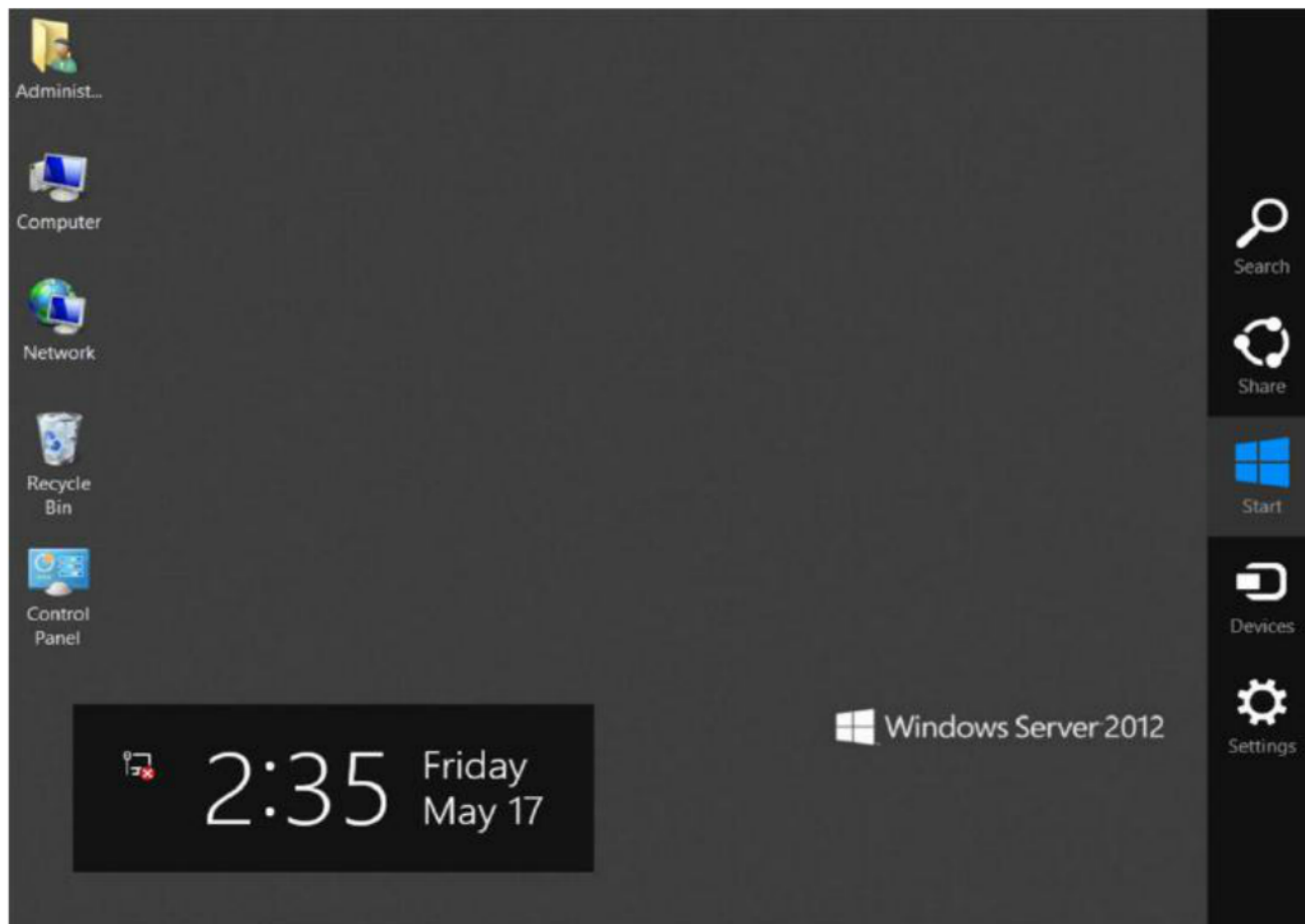
##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

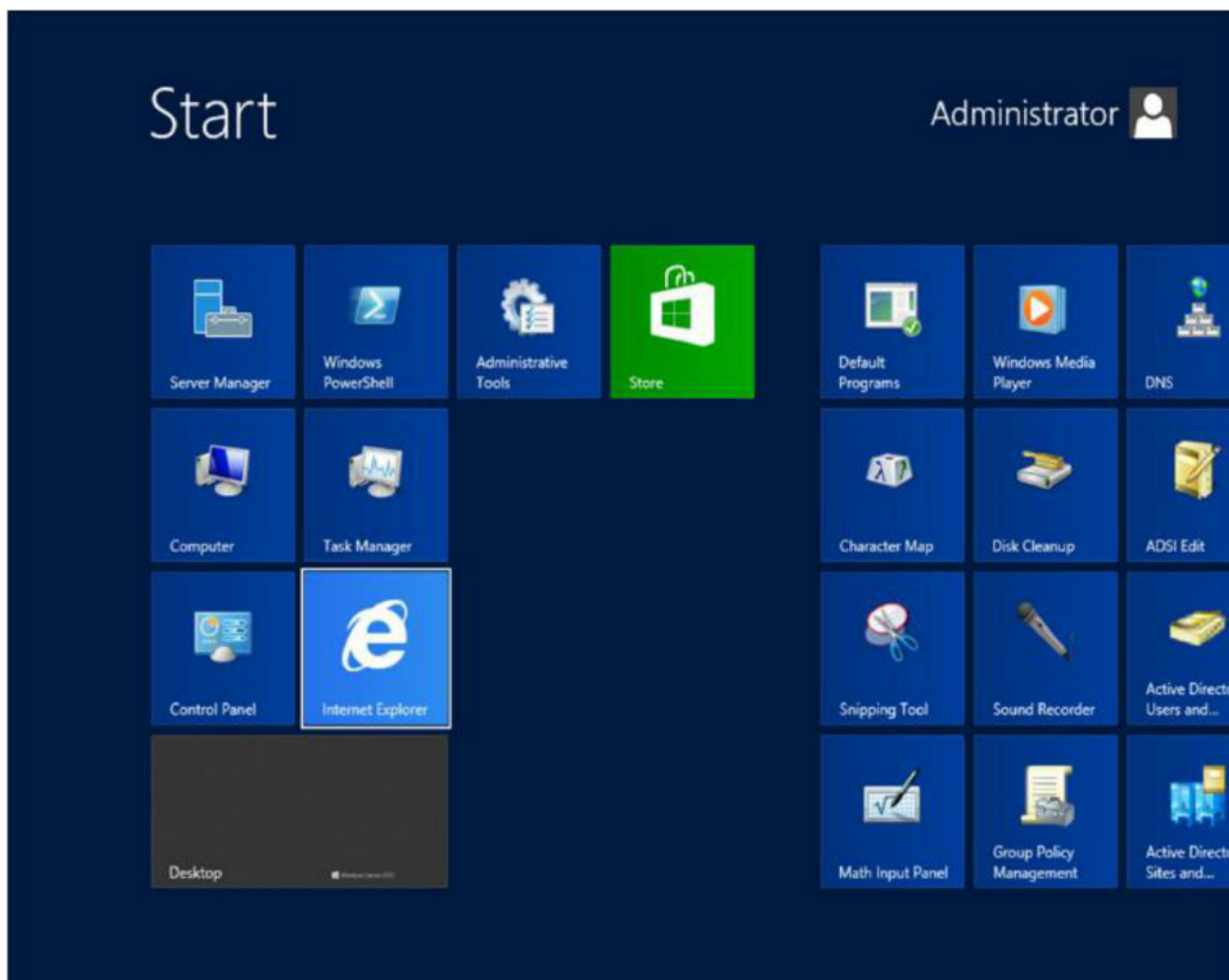




- **Start**



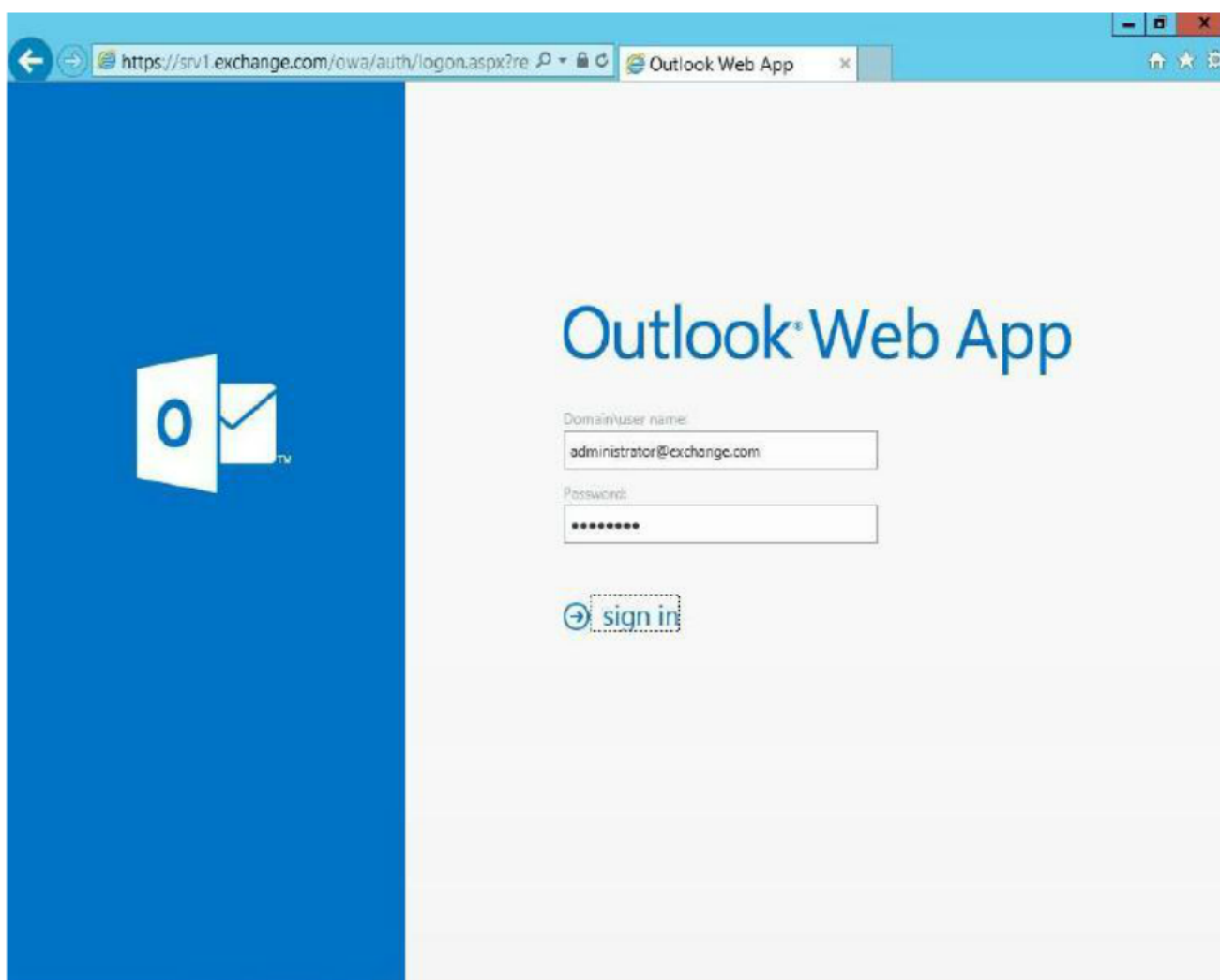
- **Open Internet Explorer**



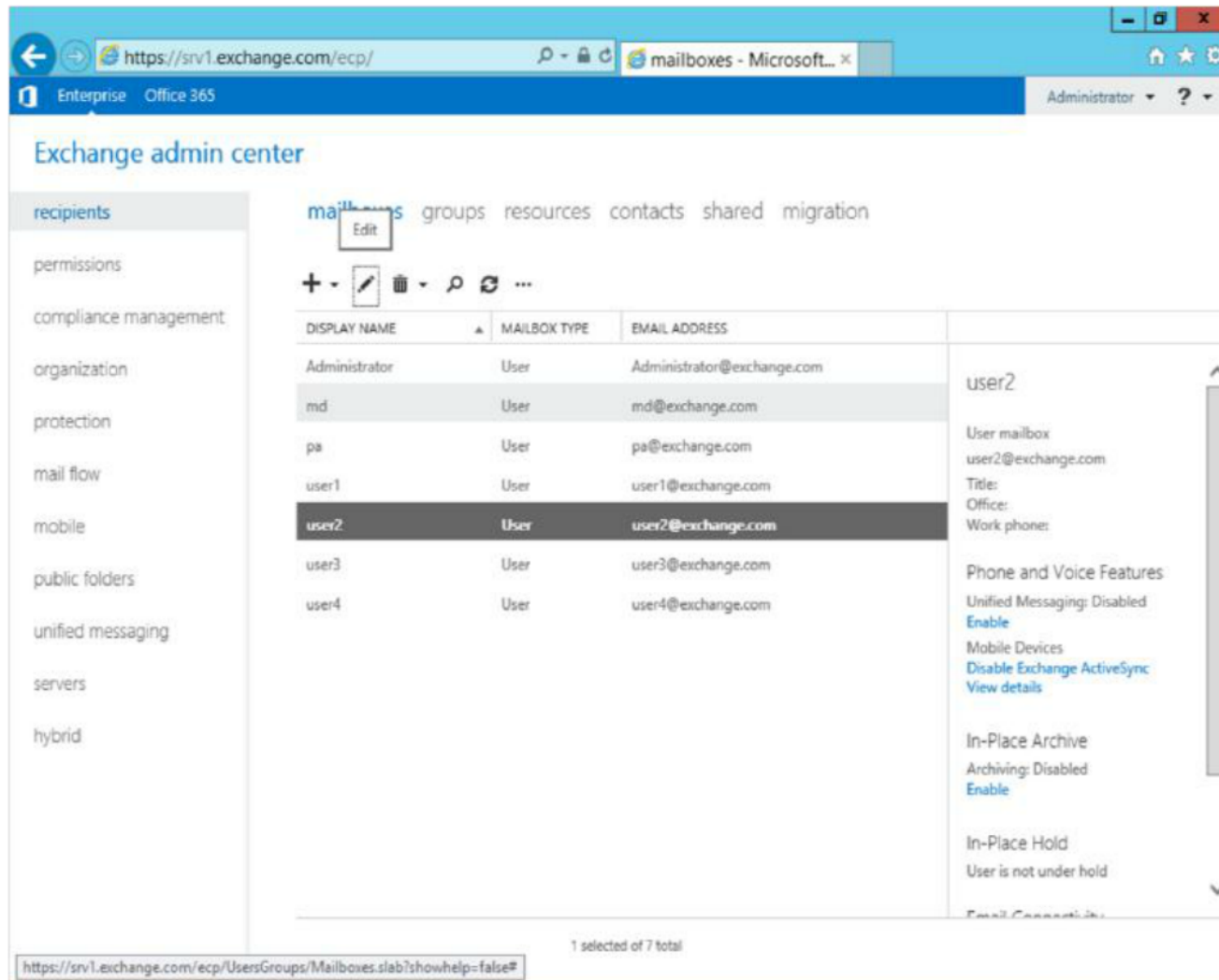
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



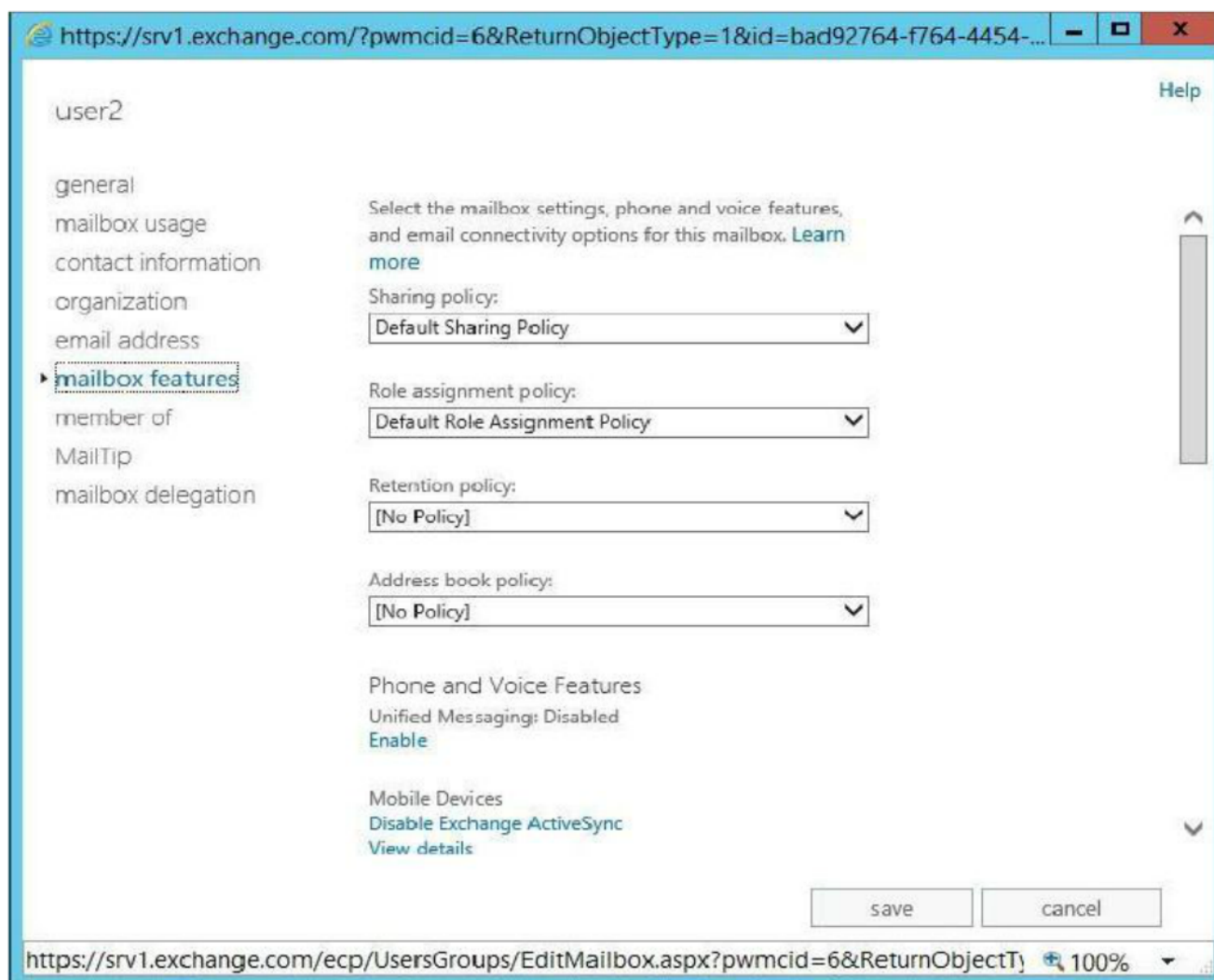
- Enter **User Name and Password**→click **sign in**



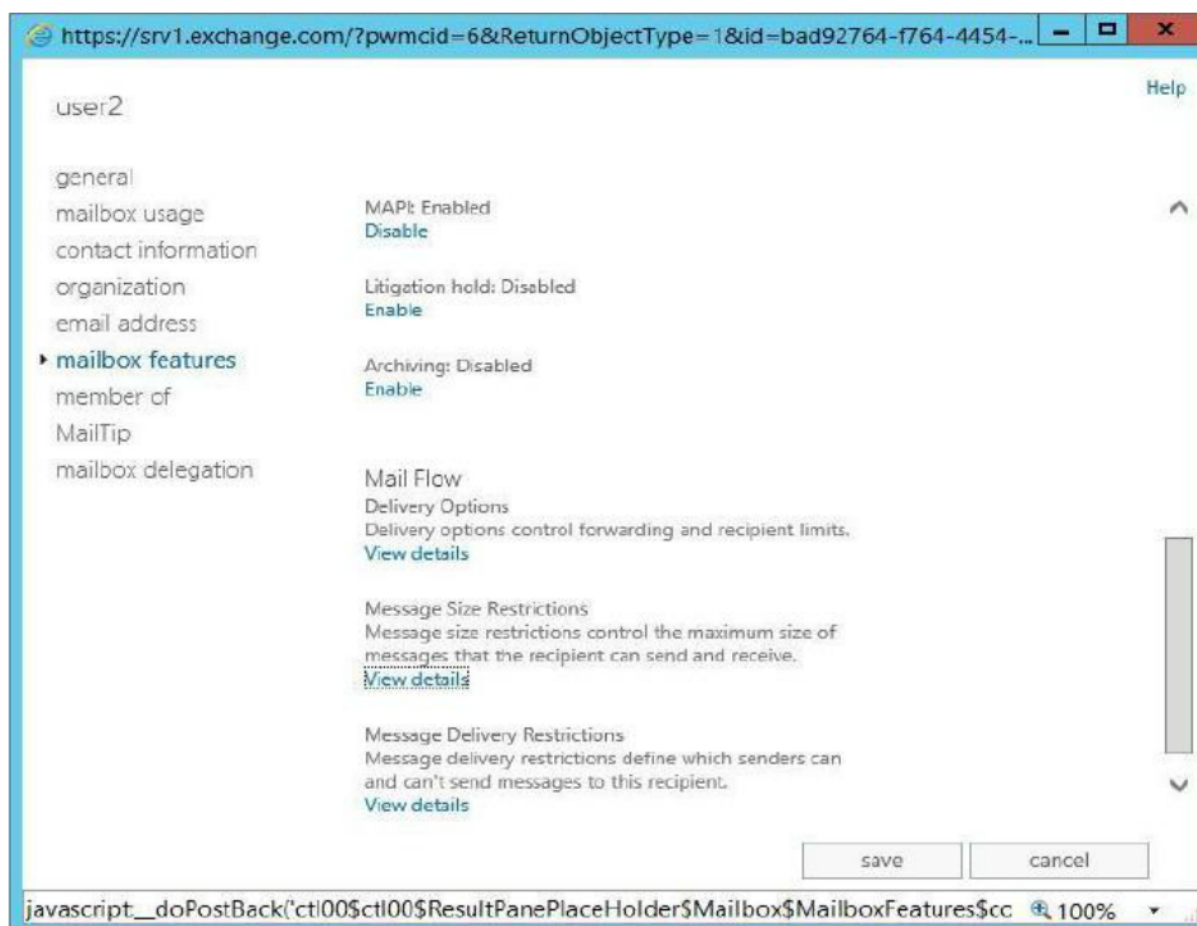
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: **user2**)→select **Edit** tab



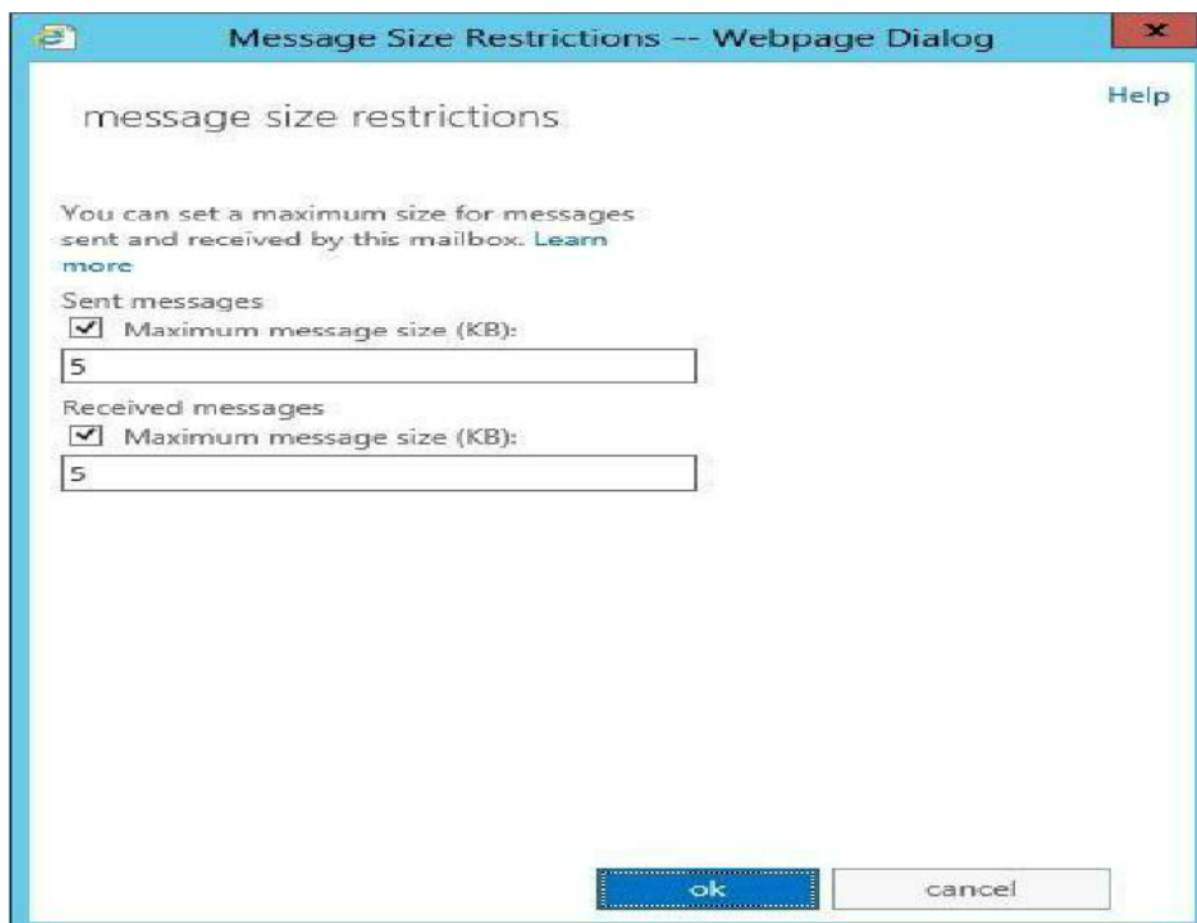
- Select **Mailbox Features**→scroll down



- In **Message Size Restrictions**→click **View Details**



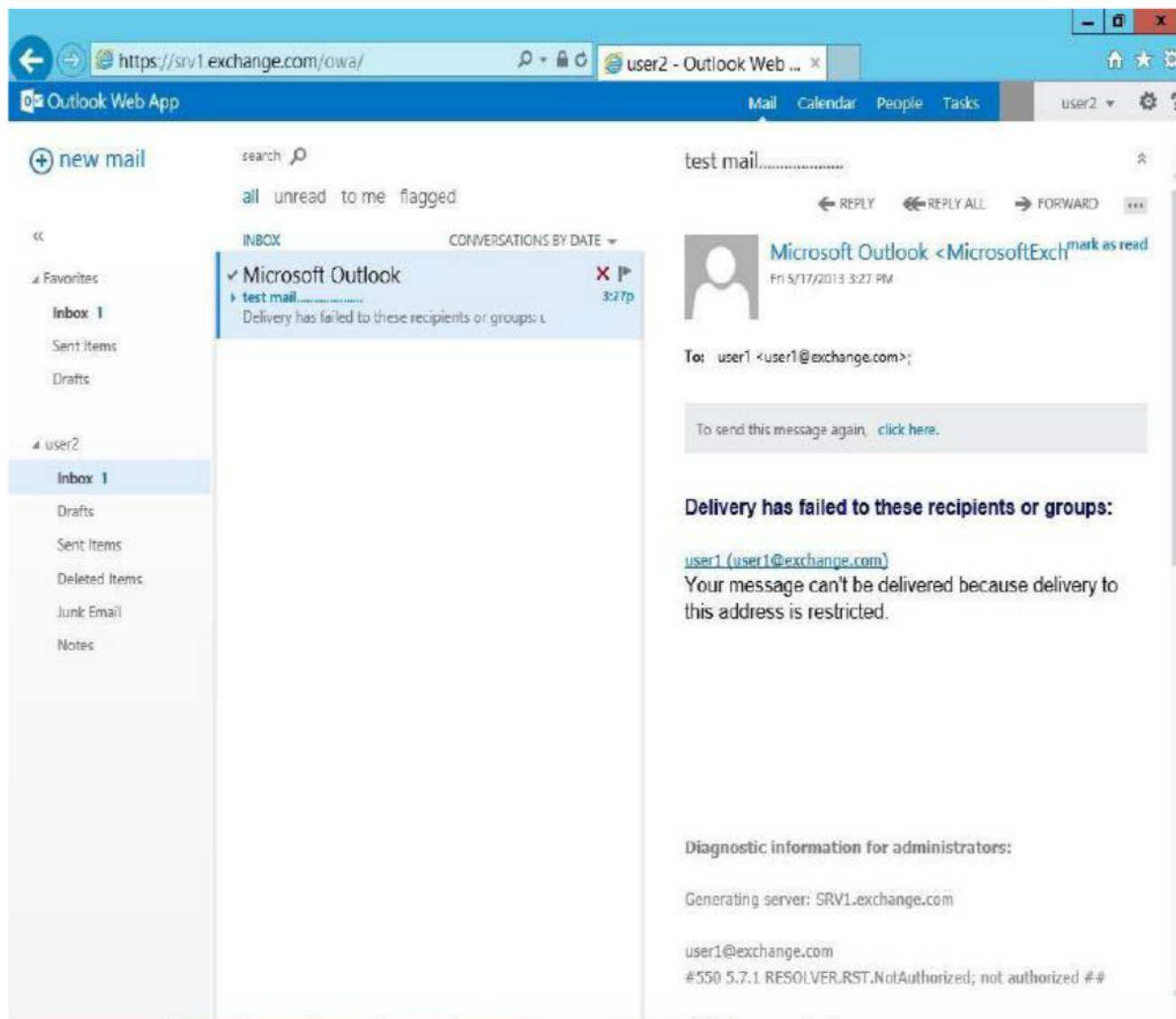
- Assign **Sending** and **Receiving** message size limits in **KB's**→click **Ok**



- Click **Save**

**Verification:**

- Log in as **User2** and try to send more than the limit (**Ex: 5 KB**) and verify **Undeliverable Message** for the reason- the message exceeds Max message size limit.





## Lab – 11: Granting Send on Behalf Permission

### Objective:

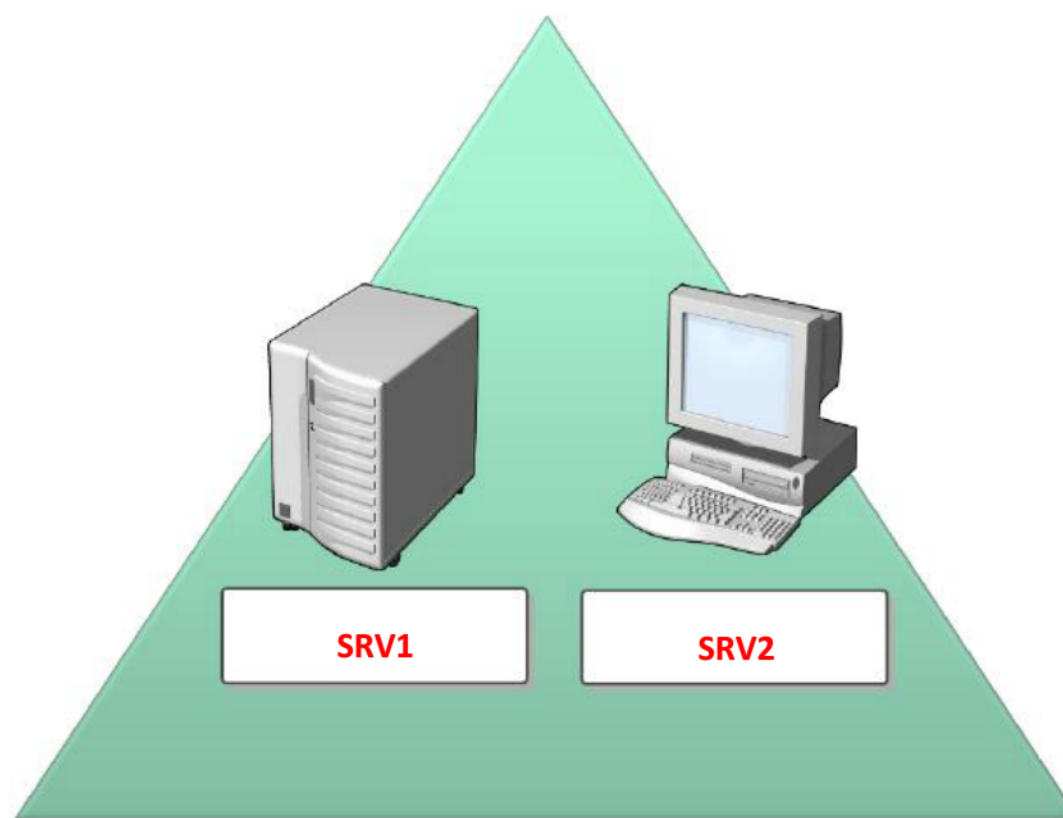
To provide Send on Behalf permission for a Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

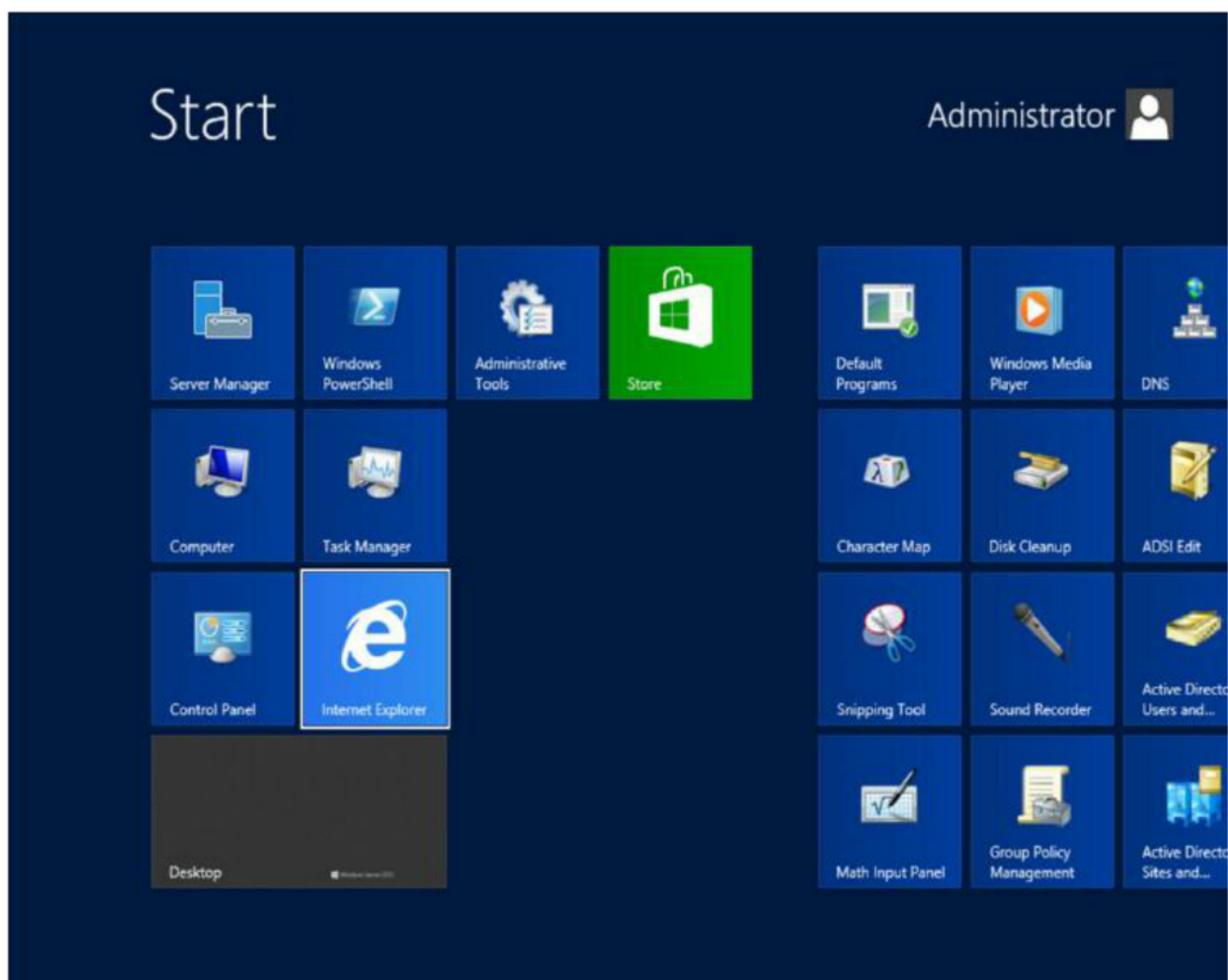


**Steps:**

- **Start**



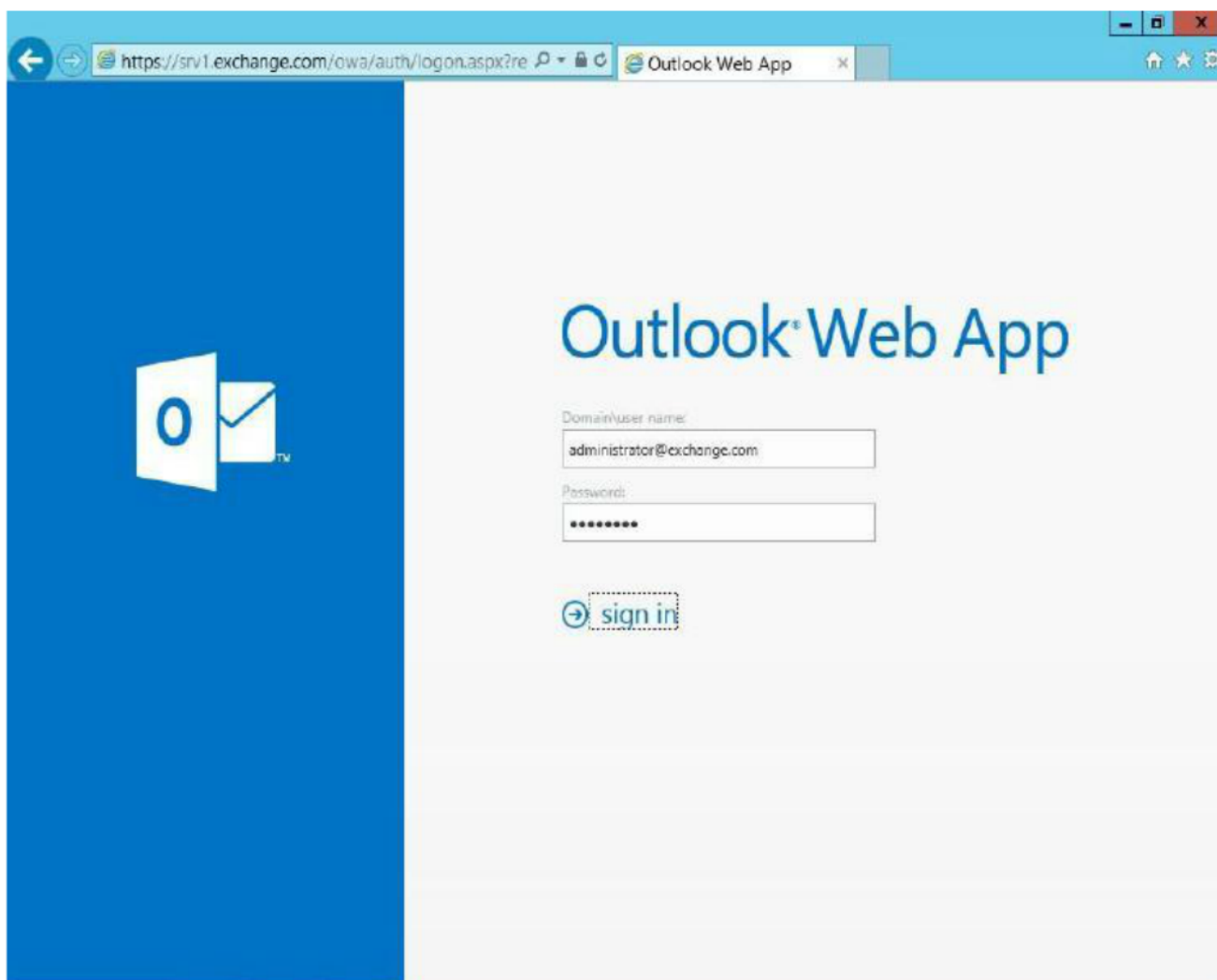
- **Open Internet Explorer**



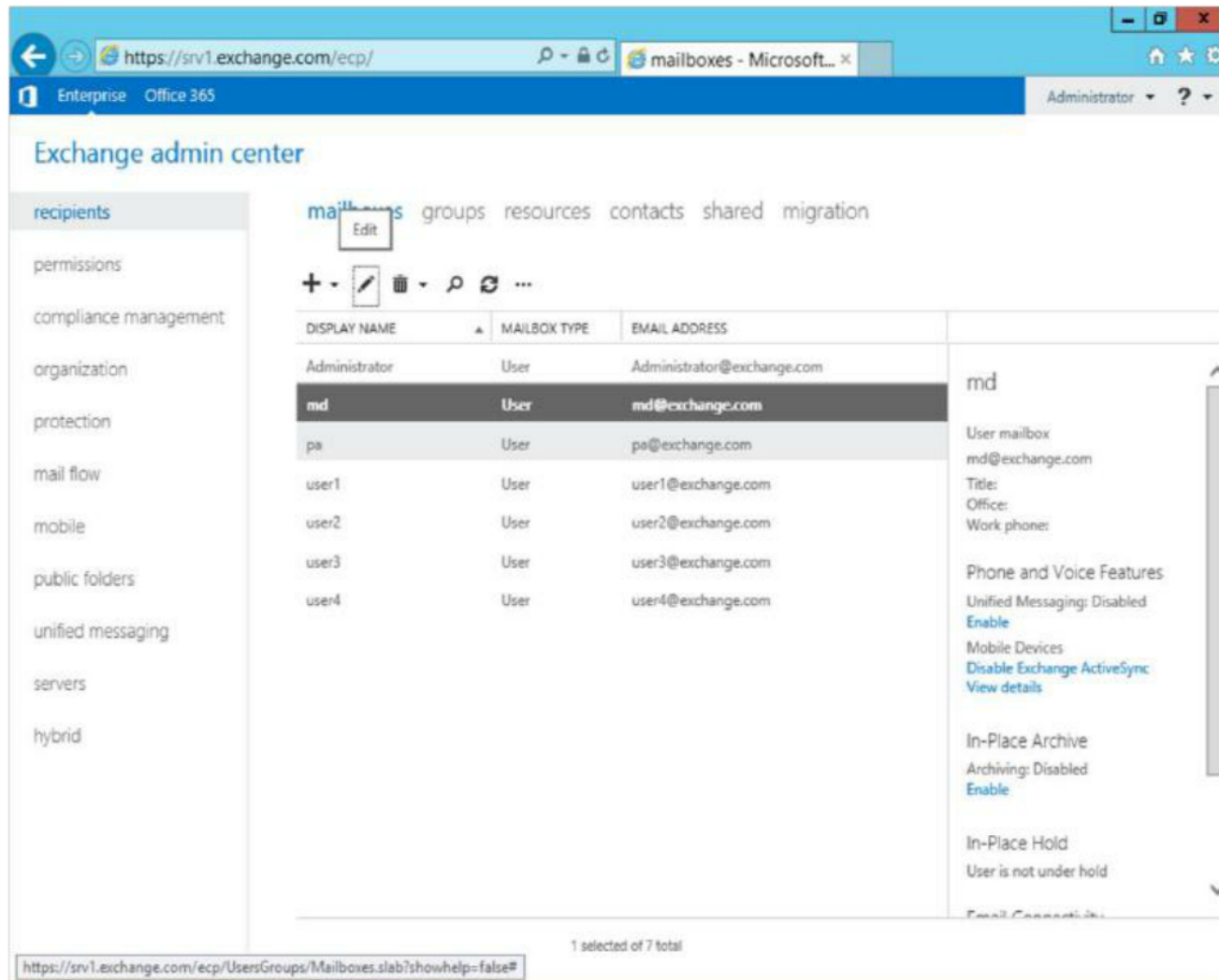
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



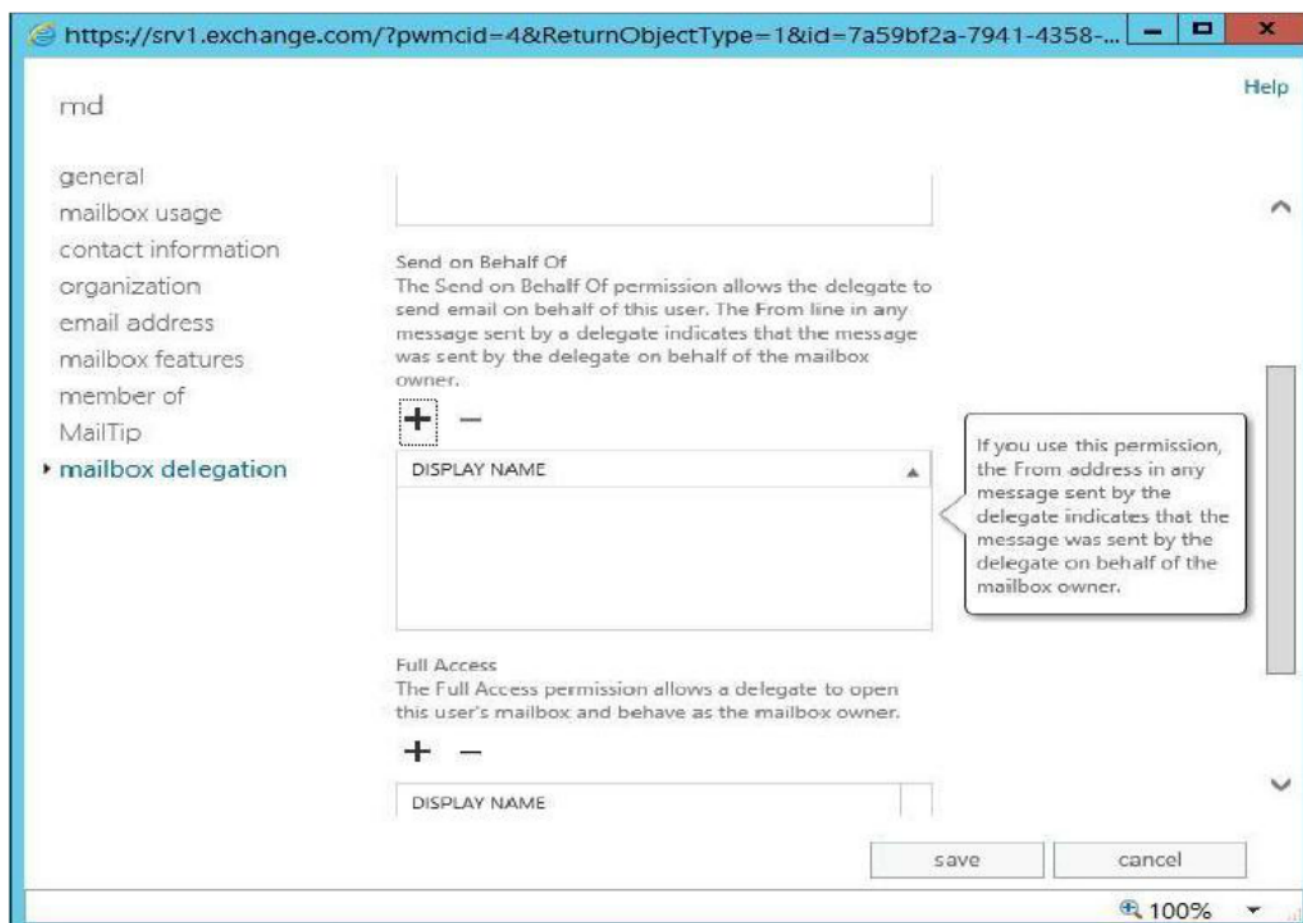
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: MD)→select **Edit** tab



- Select **Mailbox Delegation**→in **Send on Behalf**→click **Add (+)**



- Select user (**Ex: PA**)→click **Add**→click **OK**

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
<b>pa</b>	<b>pa@exchange.com</b>
temp1	temp1@gmail.com
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com
user4	user4@exchange.com

1 selected of 8 total

add ->    pa[remove]

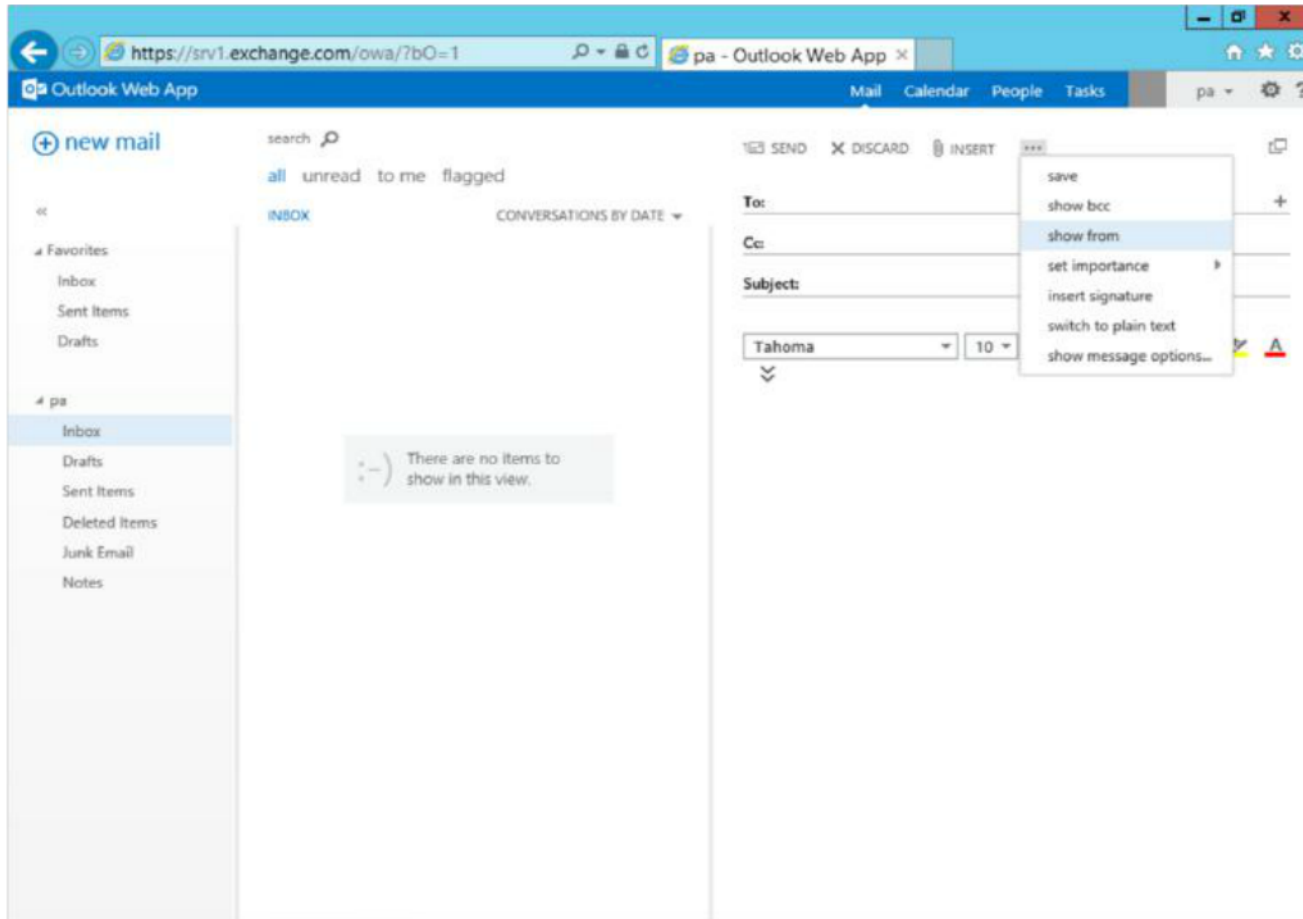
ok    cancel

- Click **Save**

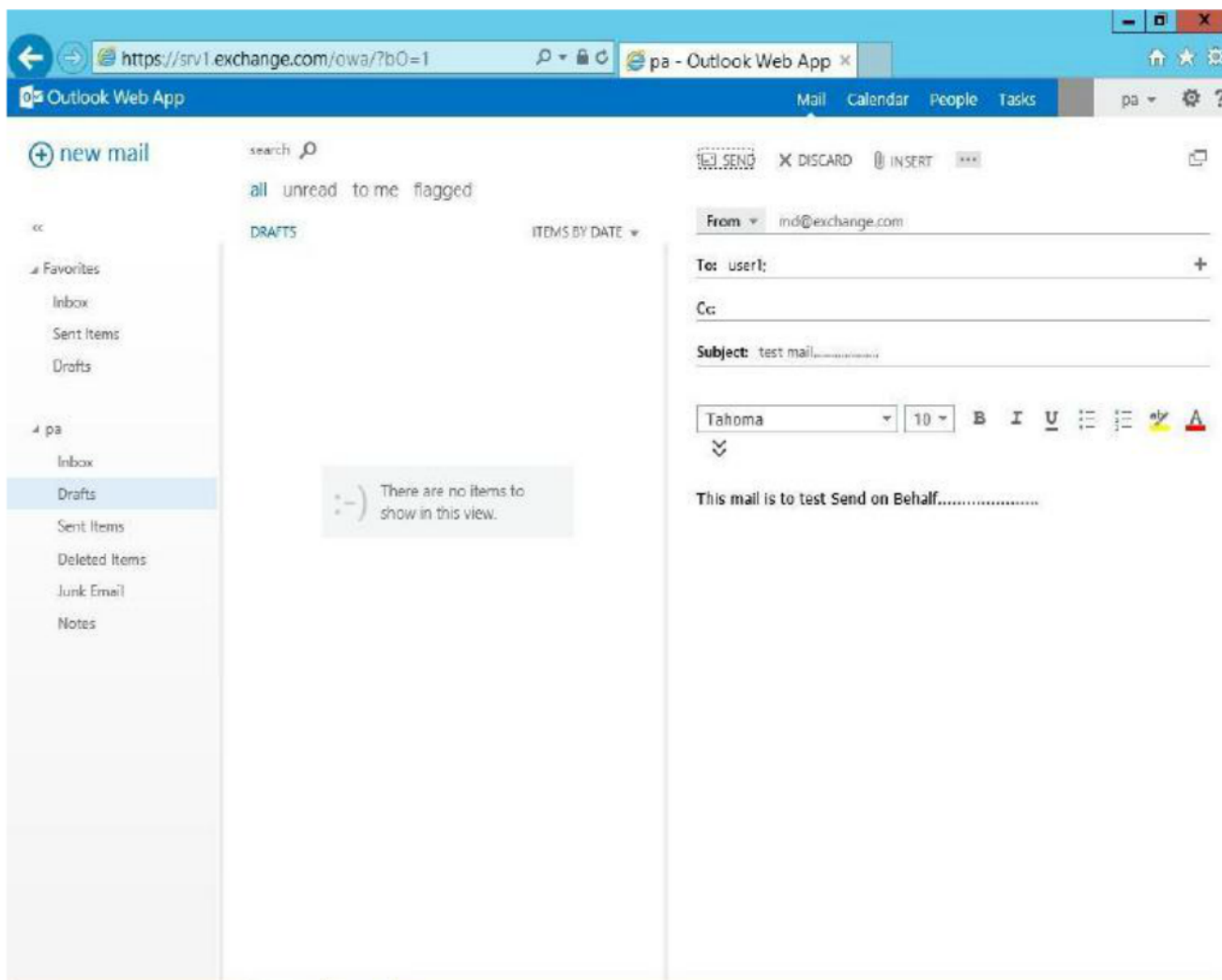


## Verification:

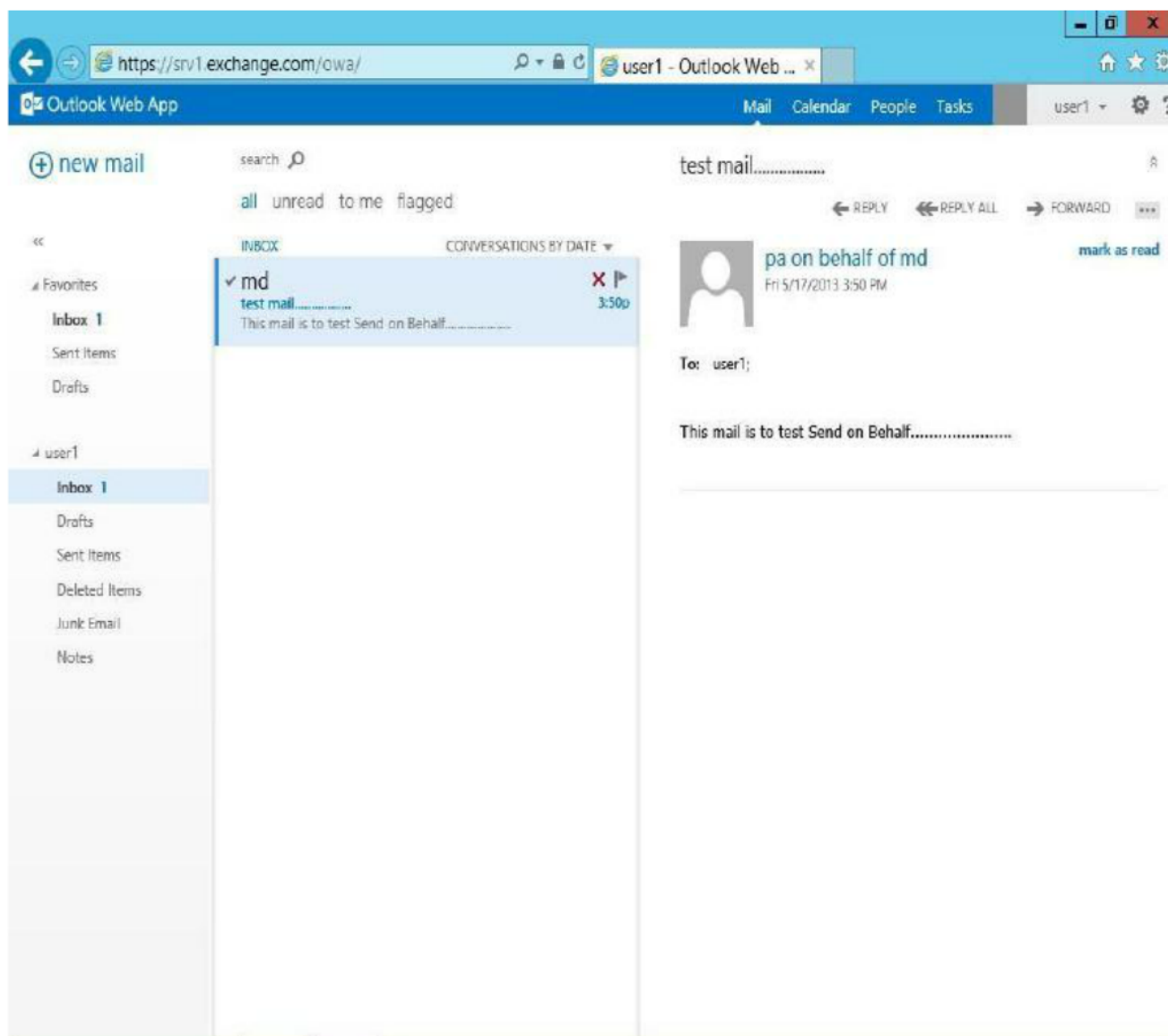
- Log in as **PA** → select **New mail** → select **Show From**



- Enter email id of **MD** (Ex: **md@exchange.com**) in **From** field → enter the user names in **To** field → click **Send**



- Verify for the message showing from **MD** but sent by **PA**.



## Lab – 12: Applying Recipient Limits on a User

### Objective:

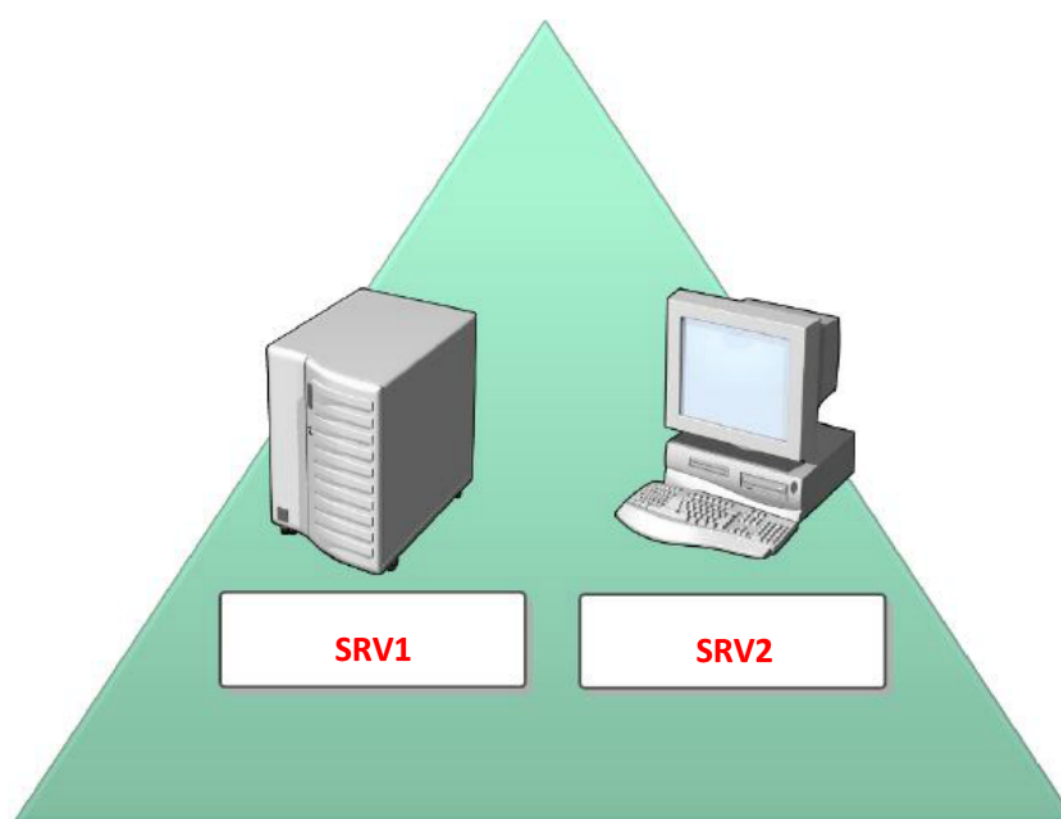
To restrict the number of recipients of a single email, for a Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



EXCHANGE.COM

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

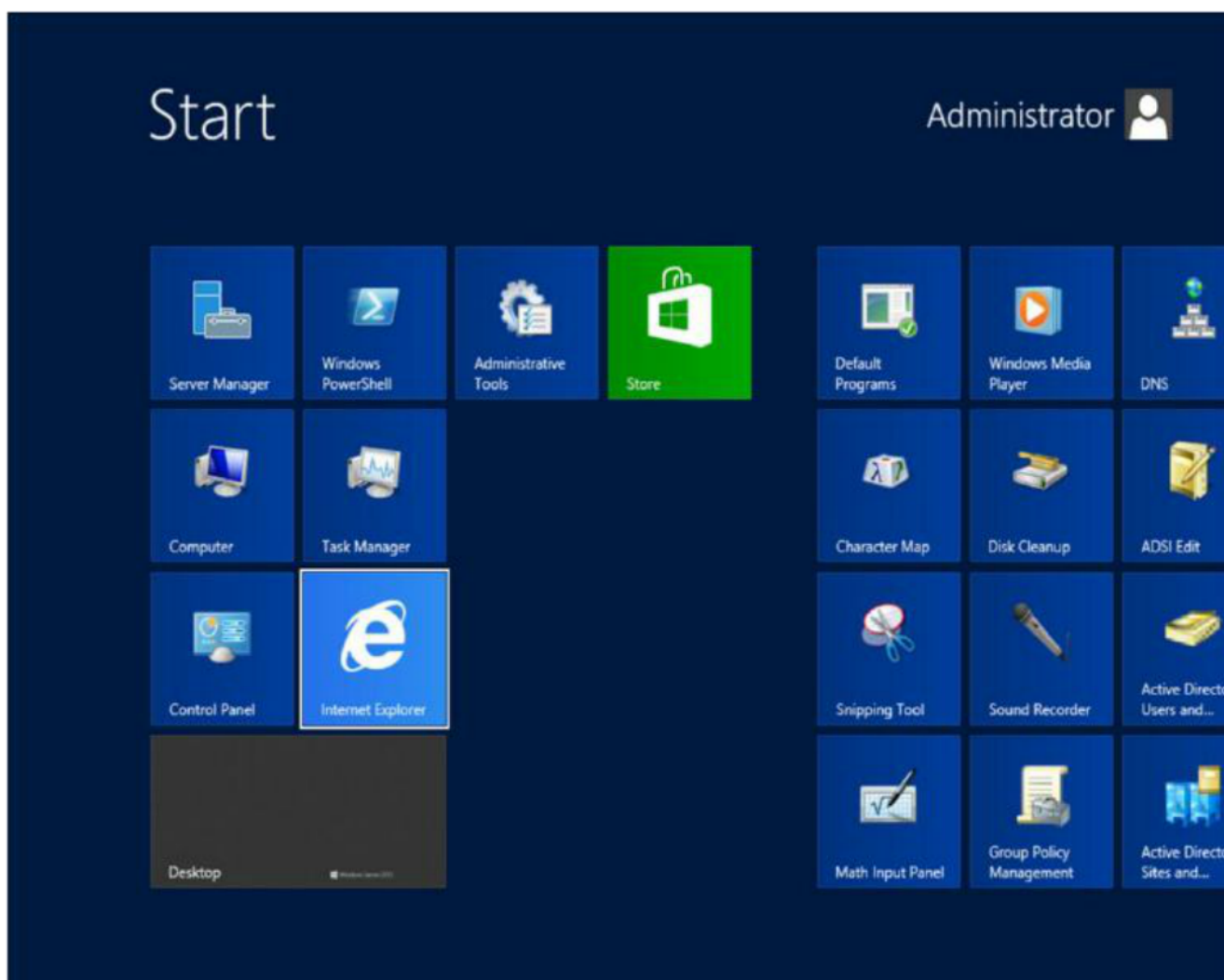


**Steps:**

- **Start**



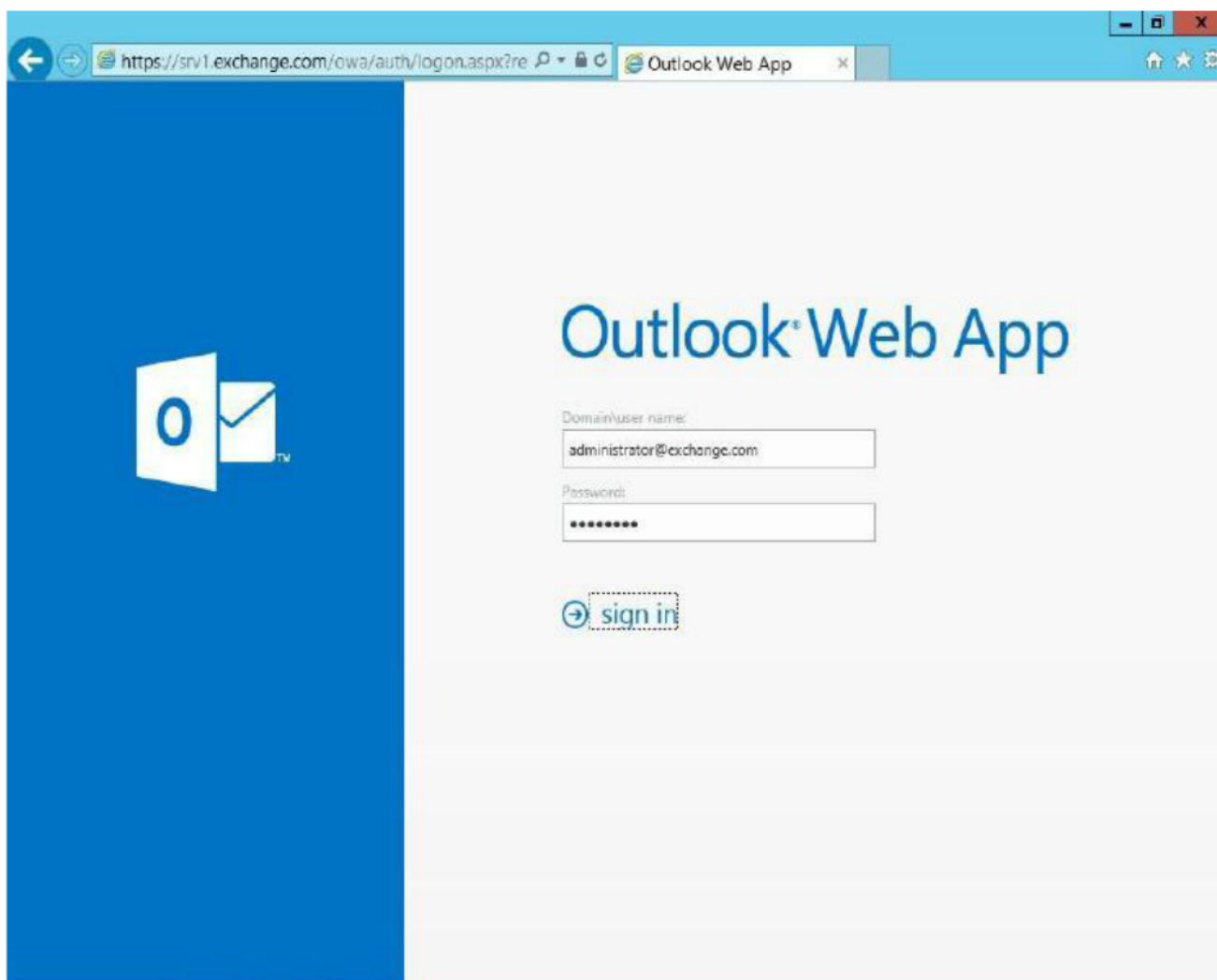
- **Open Internet Explorer**



- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)

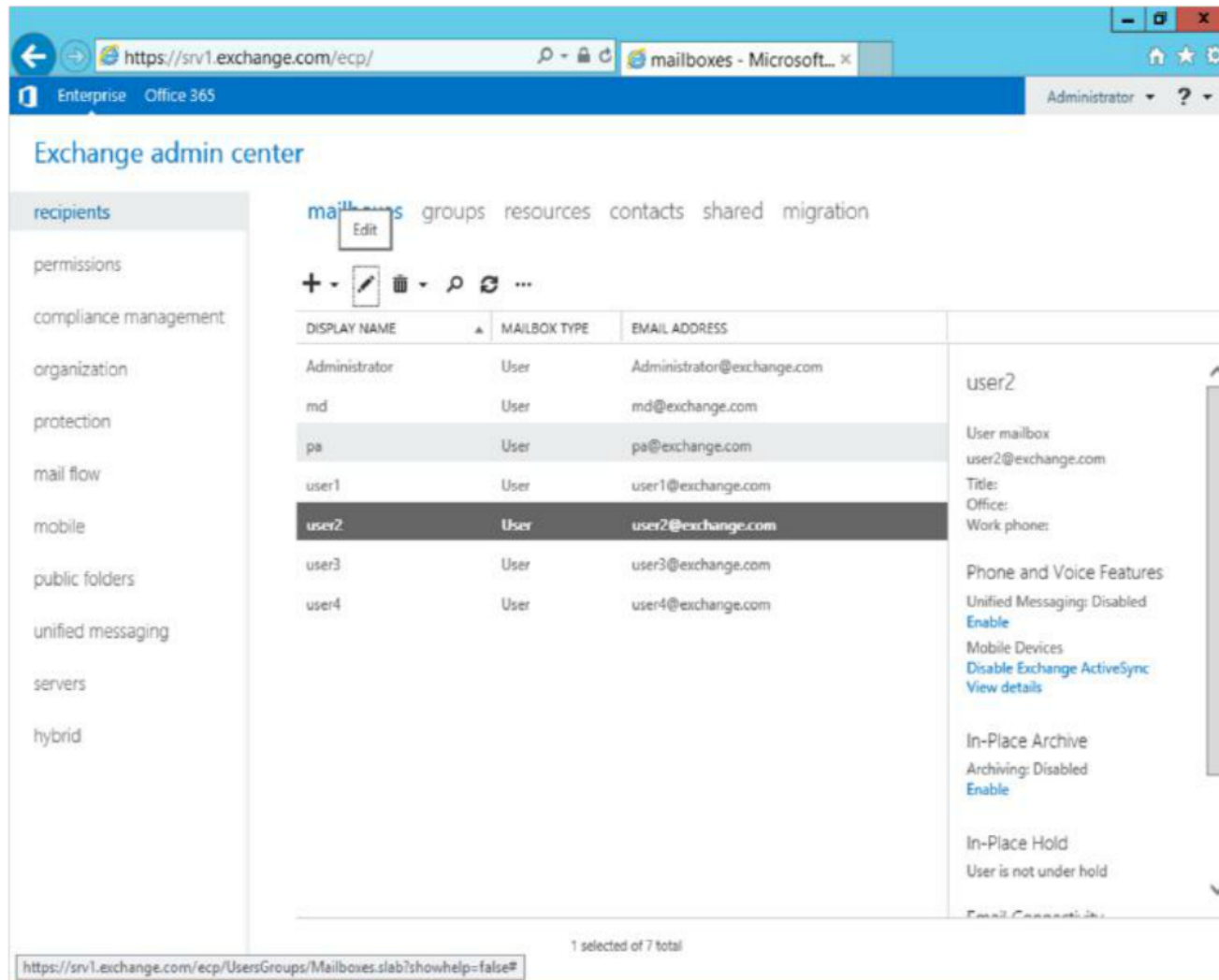


- Enter **User Name and Password**→click **sign in**

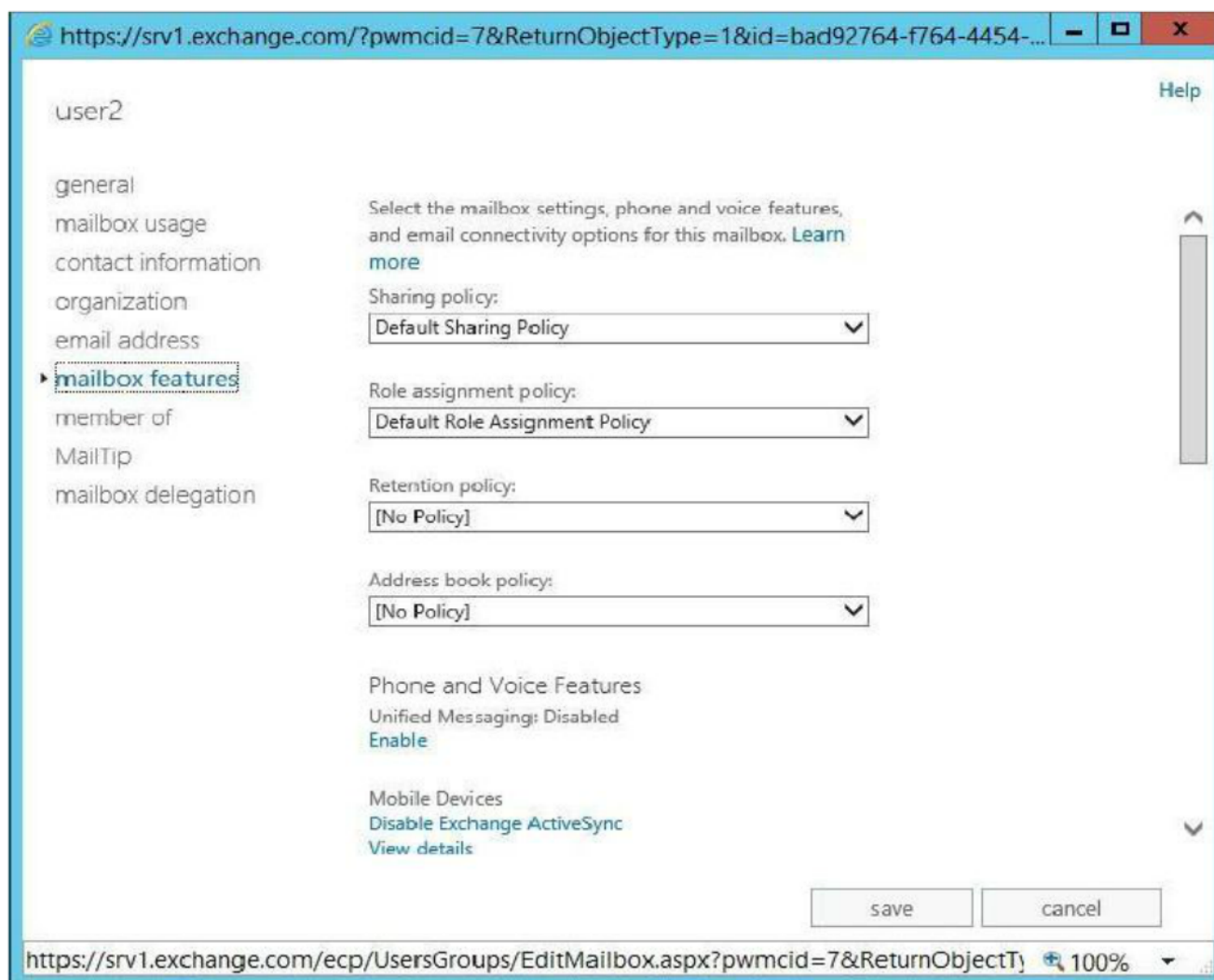




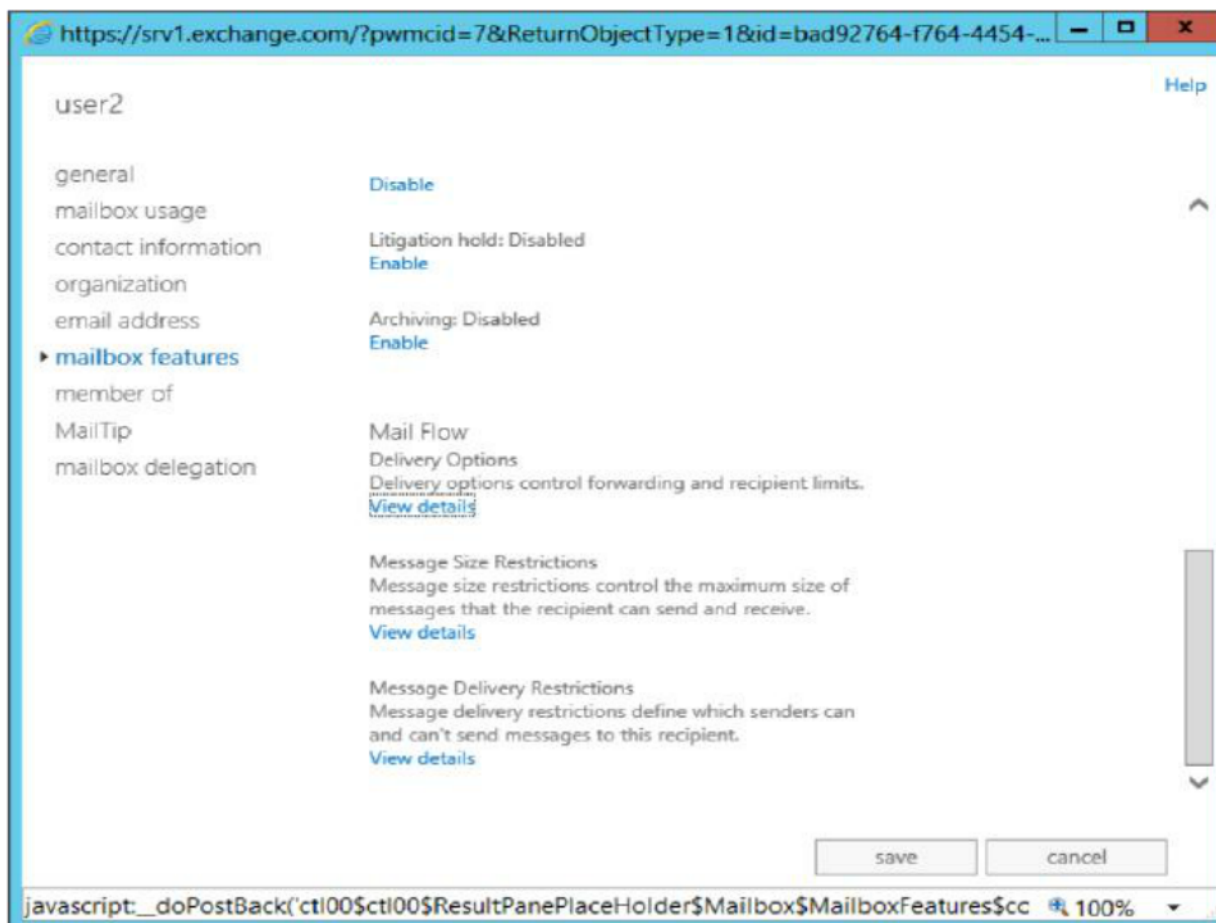
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: **user2**)→select **Edit** tab



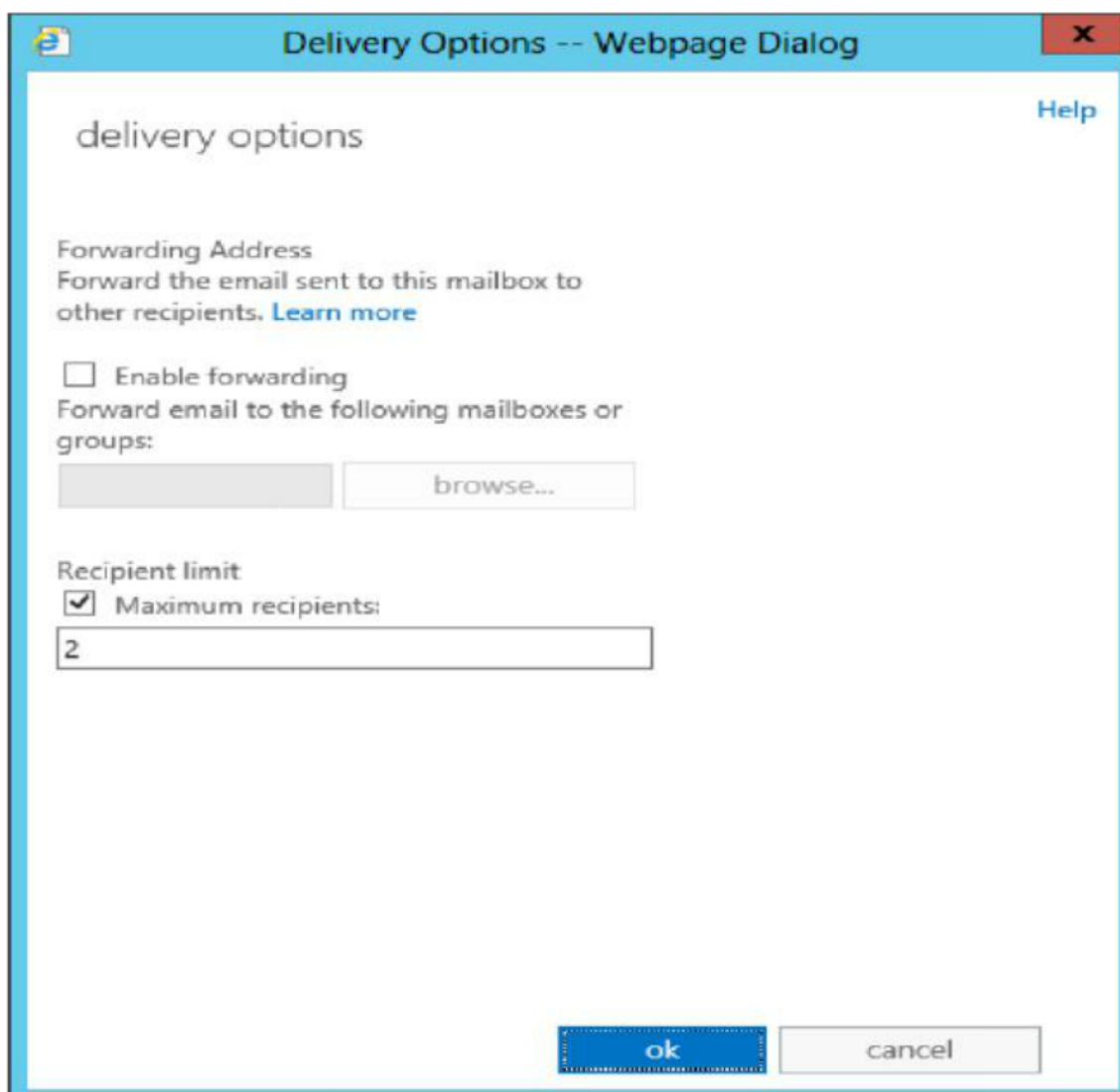
- Select **Mailbox features**→**Scroll down**



- In **Mail Flow**→click **View details**



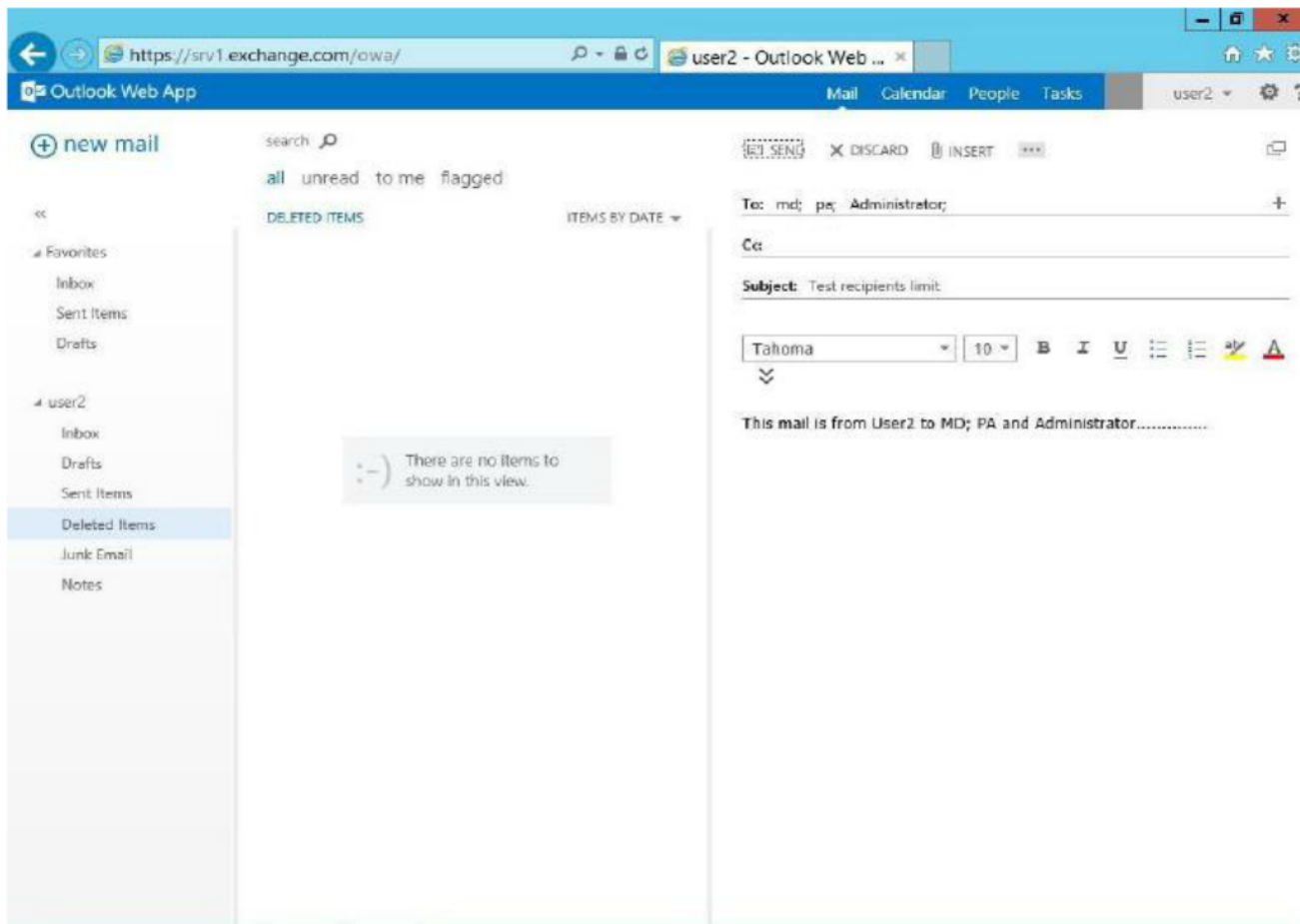
- In **Recipient limit**→select **Maximum recipients**→enter the value (Ex: 2)→Ok



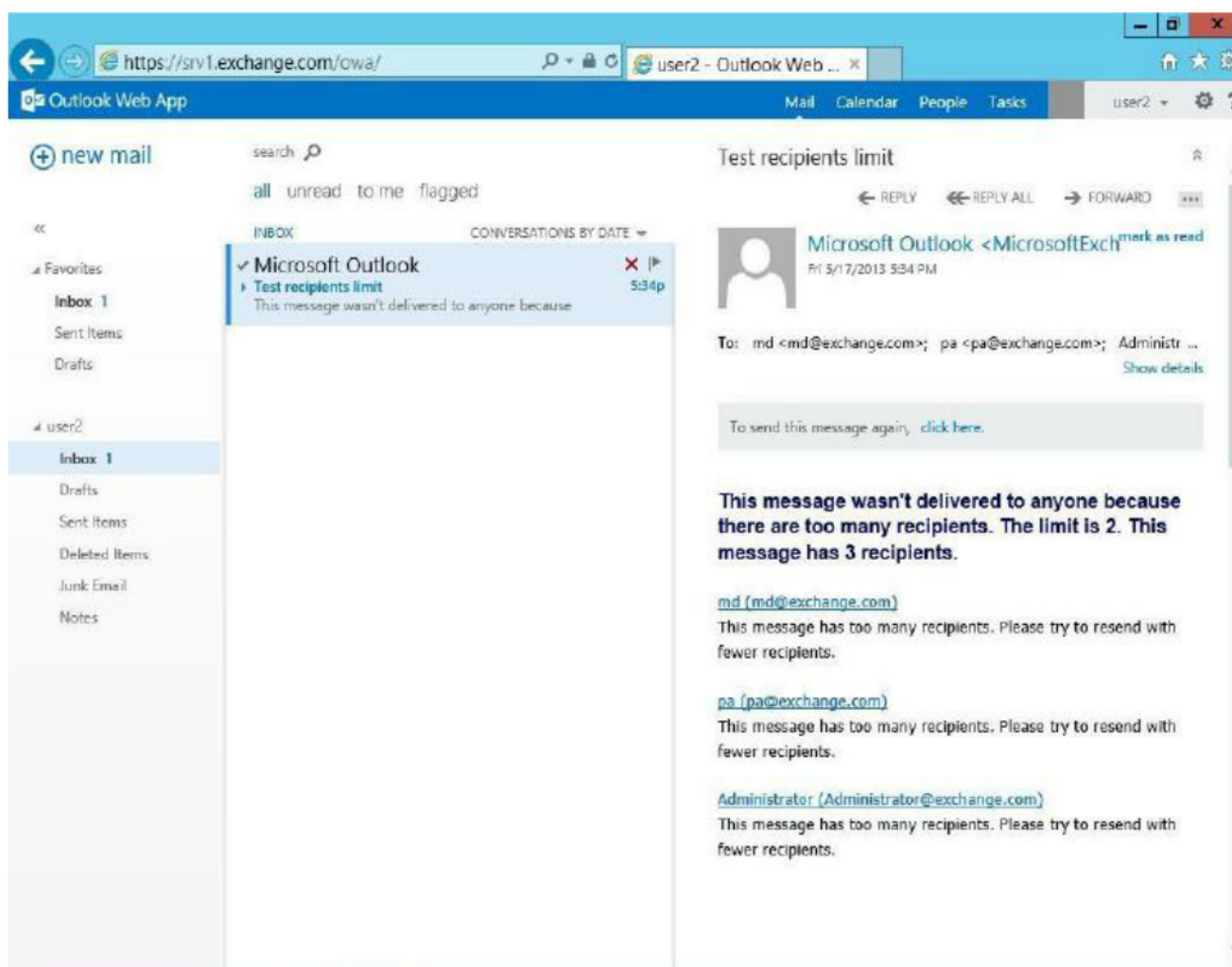
- Click **Save**

## Verification:

- Log in to Mailbox of the user (Ex: User2) and send a single message to more people than the recipient limits (Ex: 3) i.e. (Ex: MD; PA; Administrator)



- Verify the **Undeliverable Message** and the reason that, **The message has too many recipients.**



## Lab – 13: Granting Full Mailbox Access of the user to another user

### Objective:

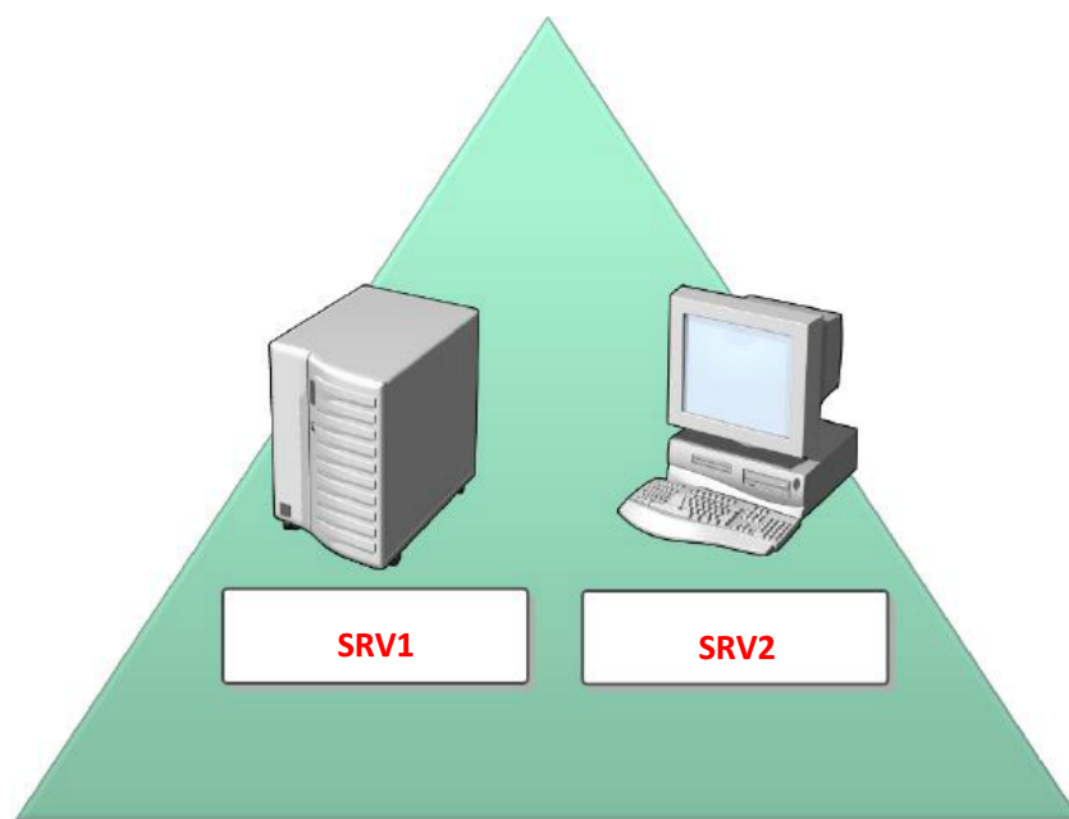
To provide full mailbox access of another user to a Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



EXCHANGE.COM

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



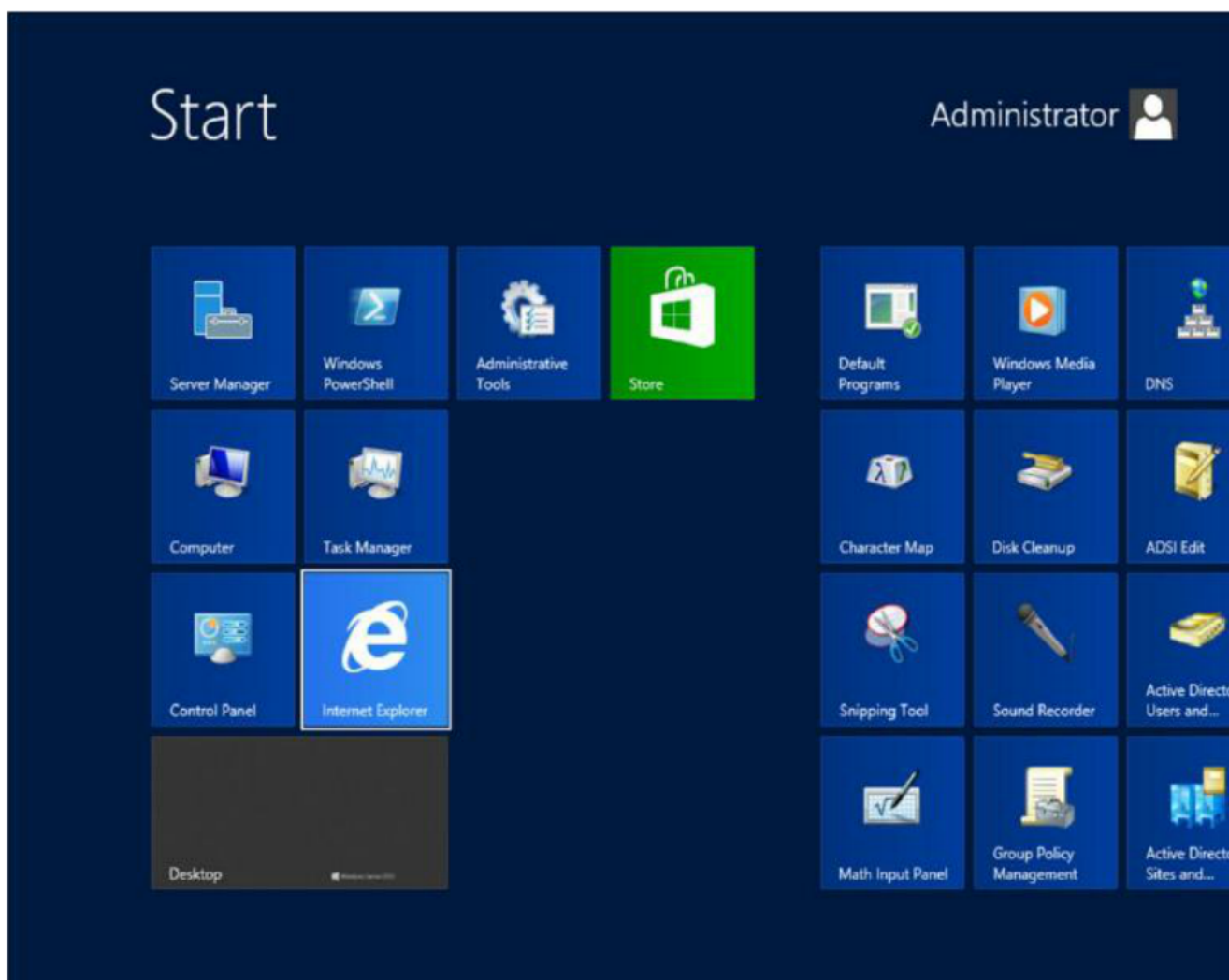


**Steps:**

- **Start**

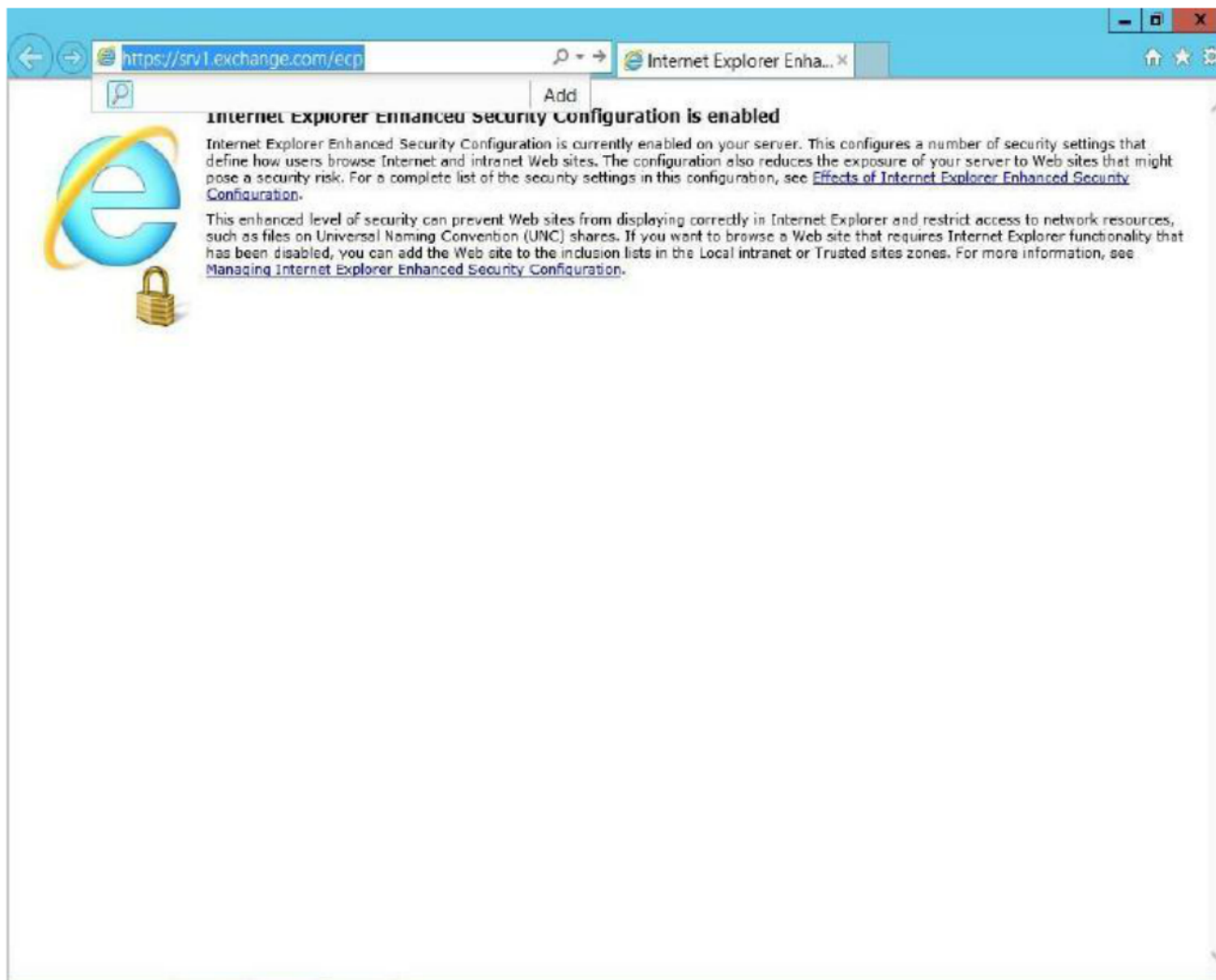


- **Open Internet Explorer**

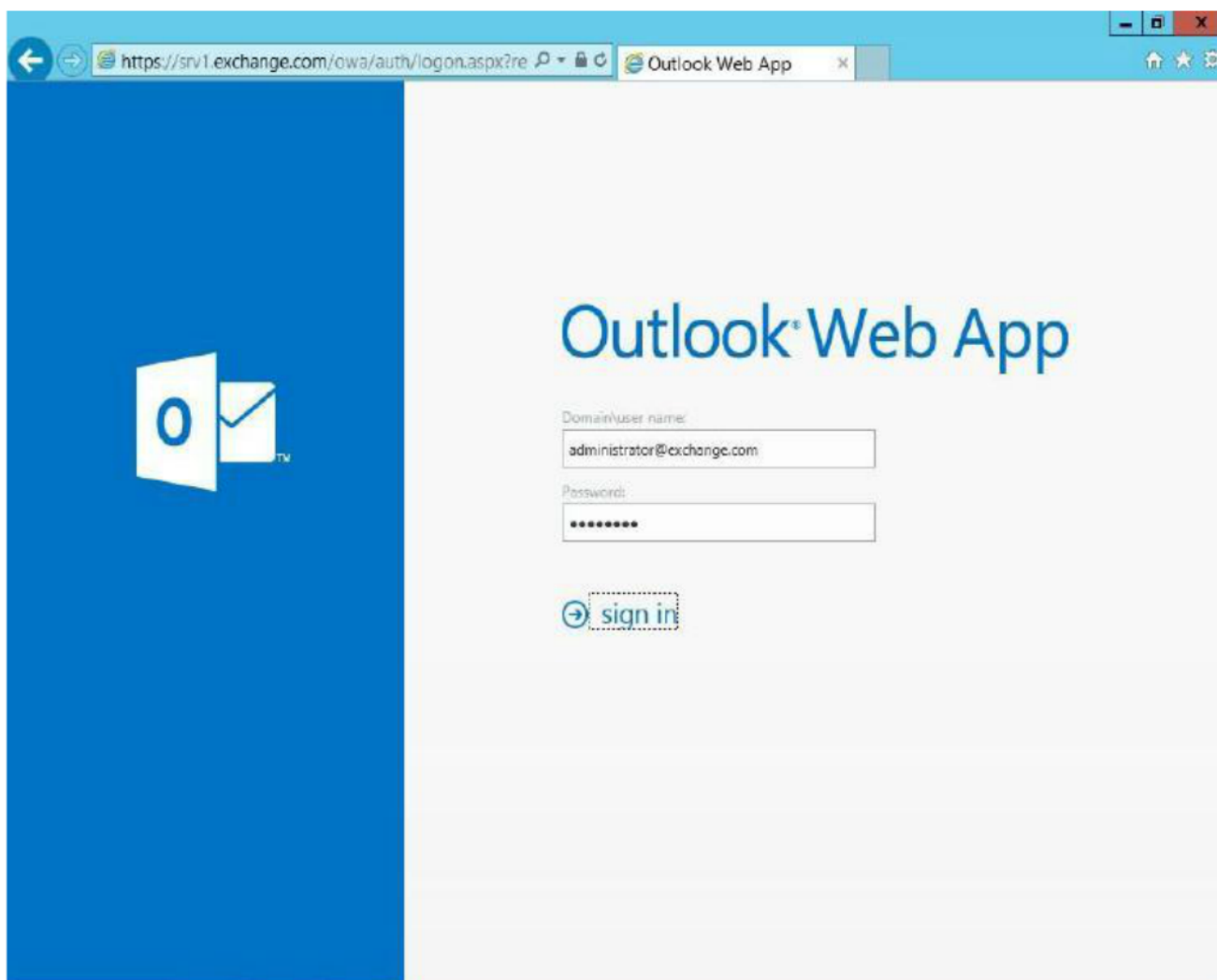




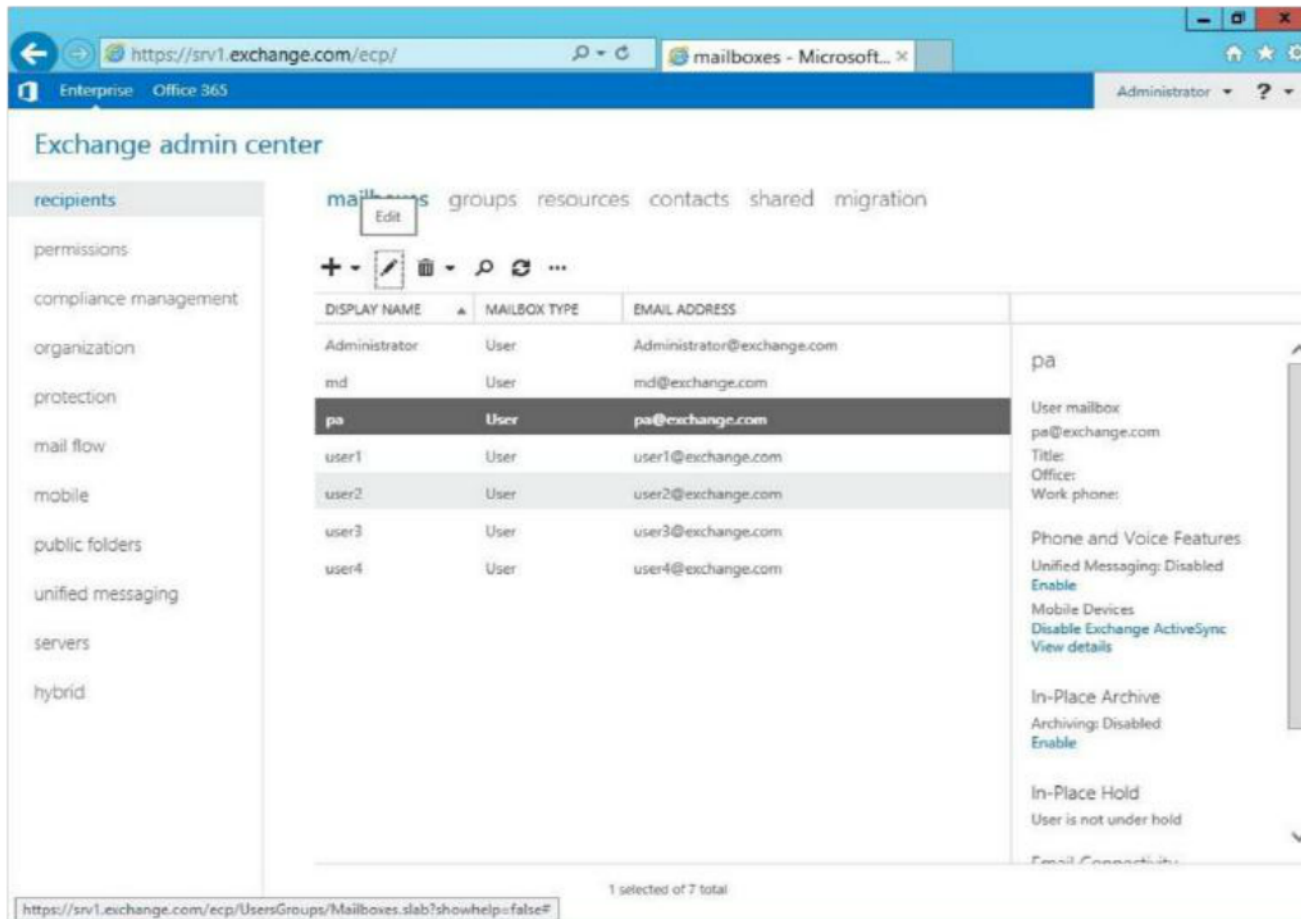
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



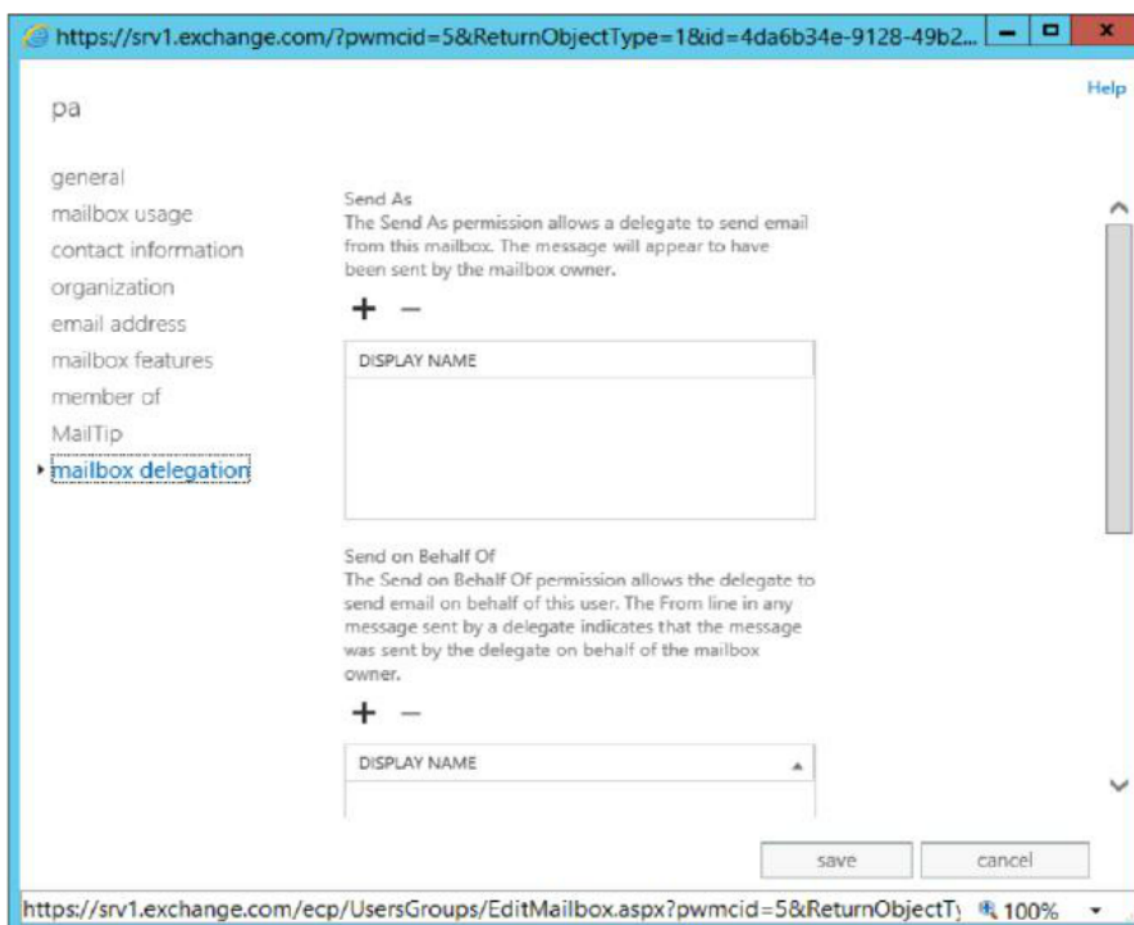
- Enter **User Name and Password**→click **sign in**



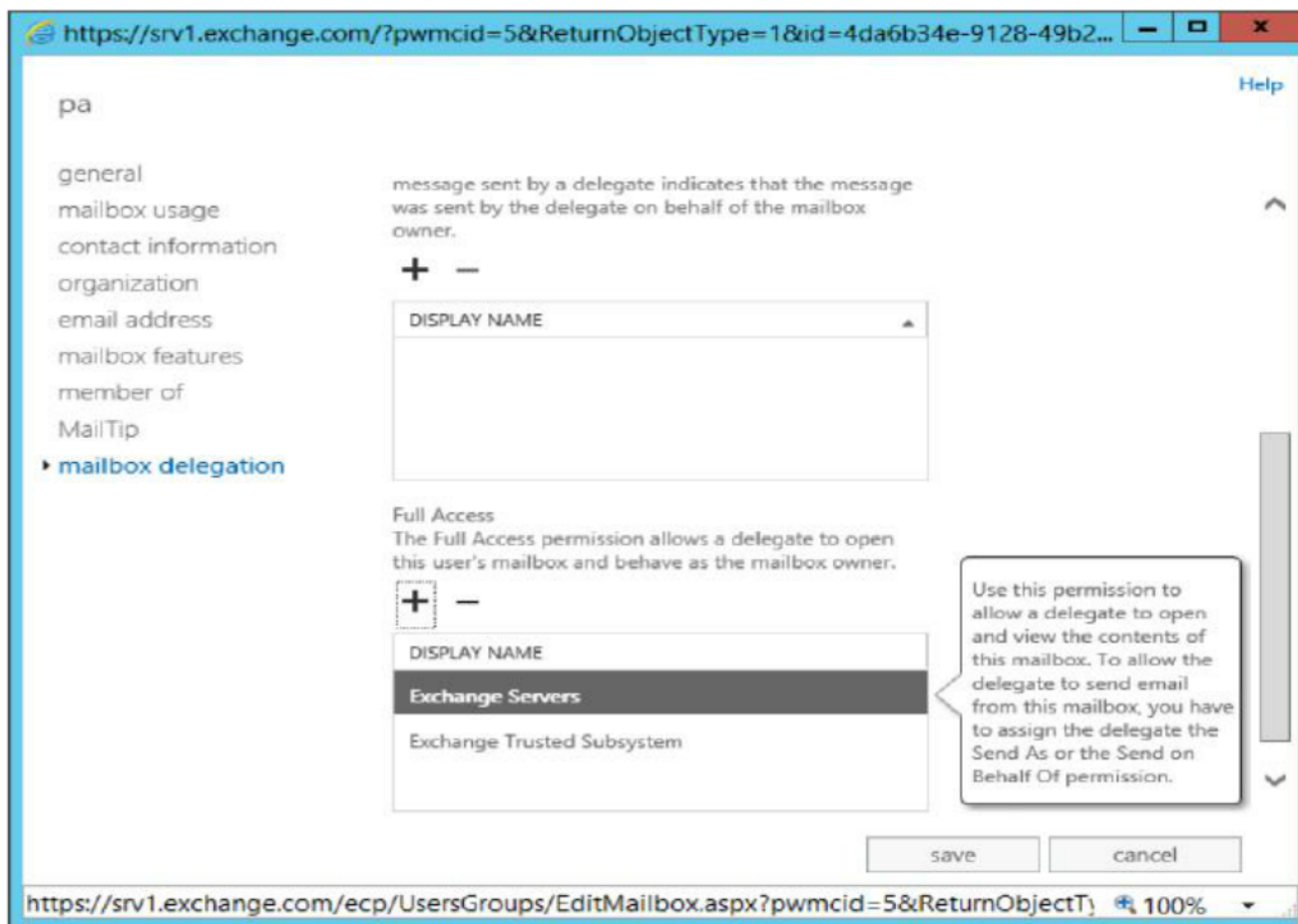
- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: **PA**)→select **Edit** tab



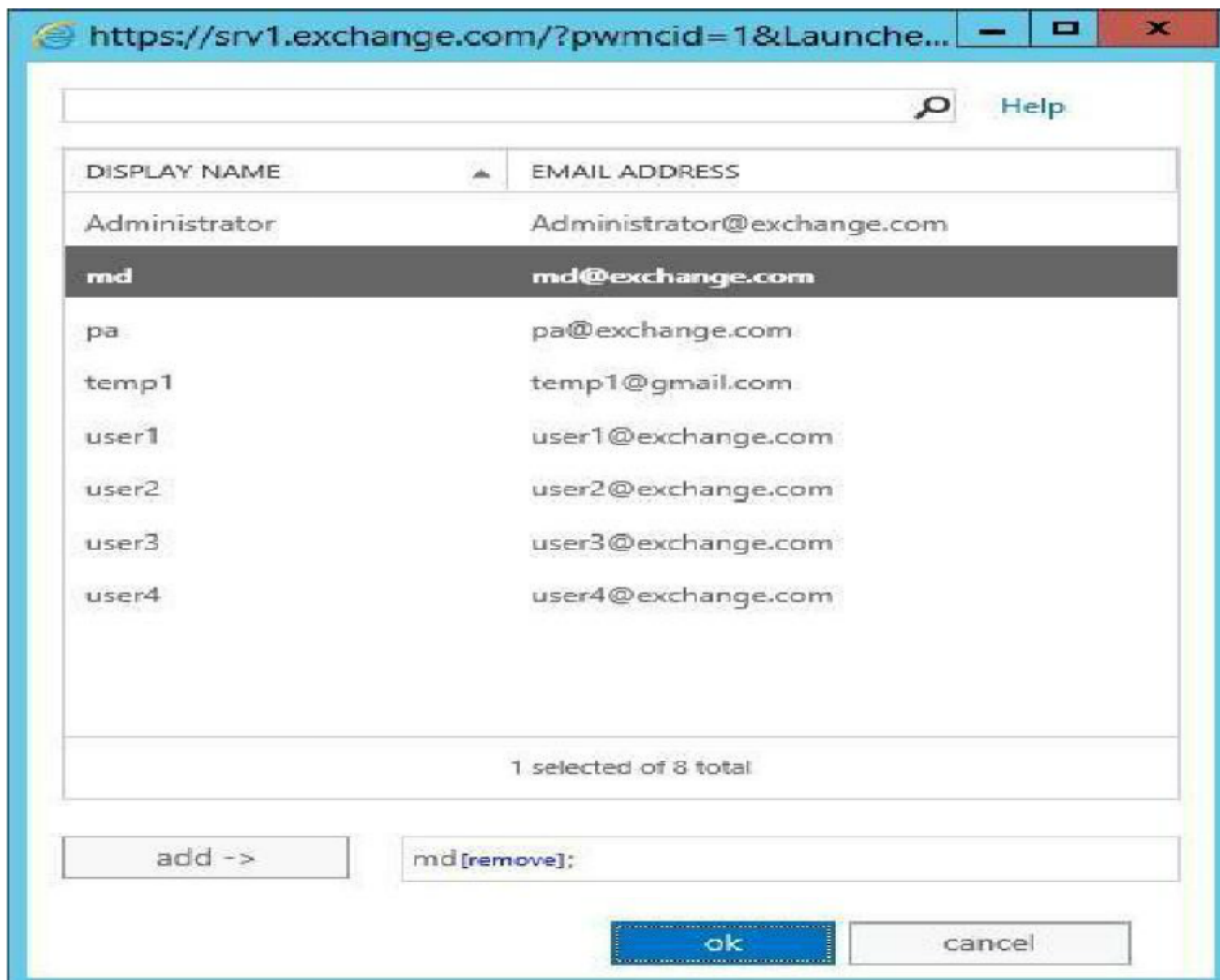
- Select **Mailbox delegation**→scroll down



- In **Full Access**→select **Add (+)**



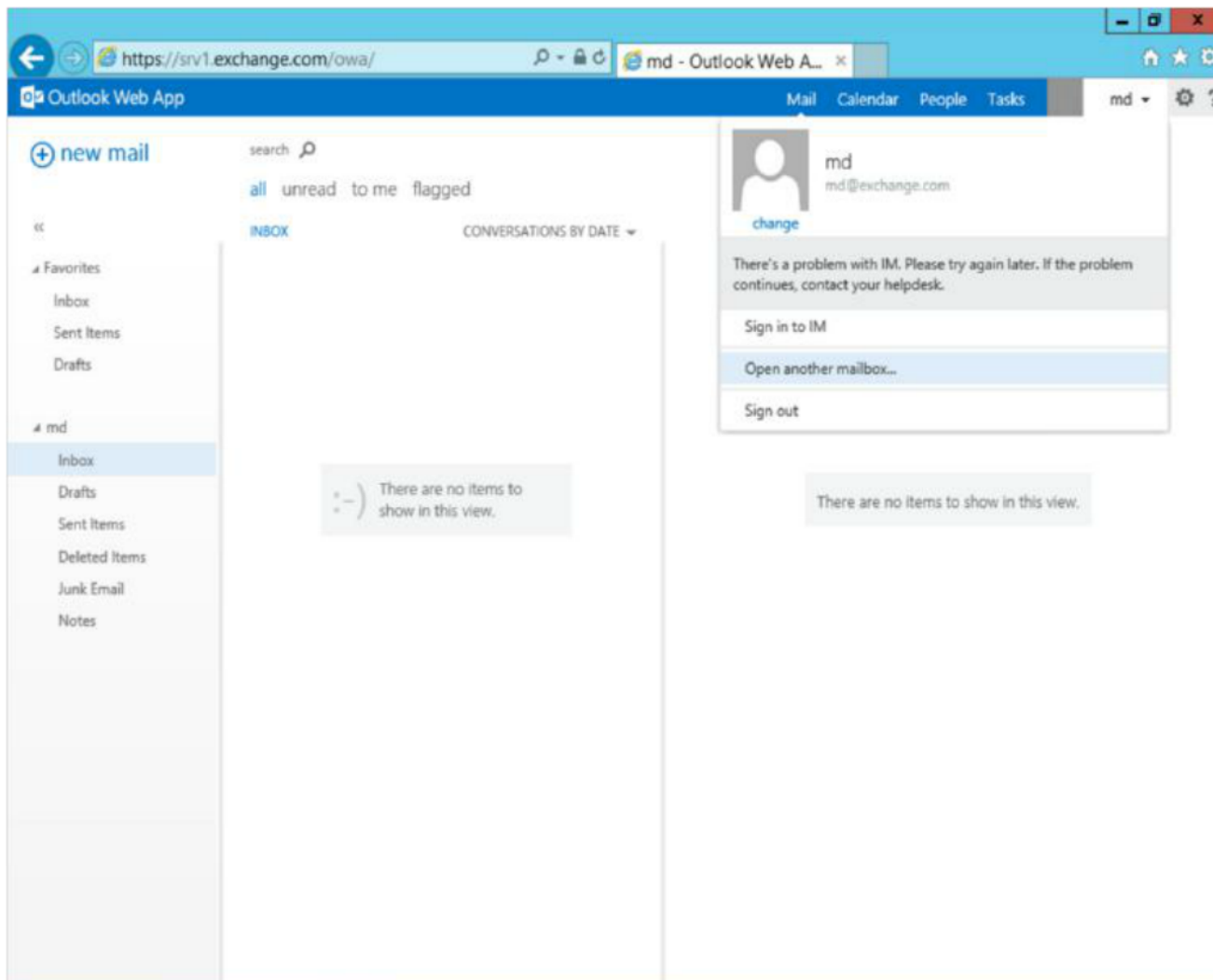
- Select the User (Ex: **MD**)→click **Add**→click **OK**.



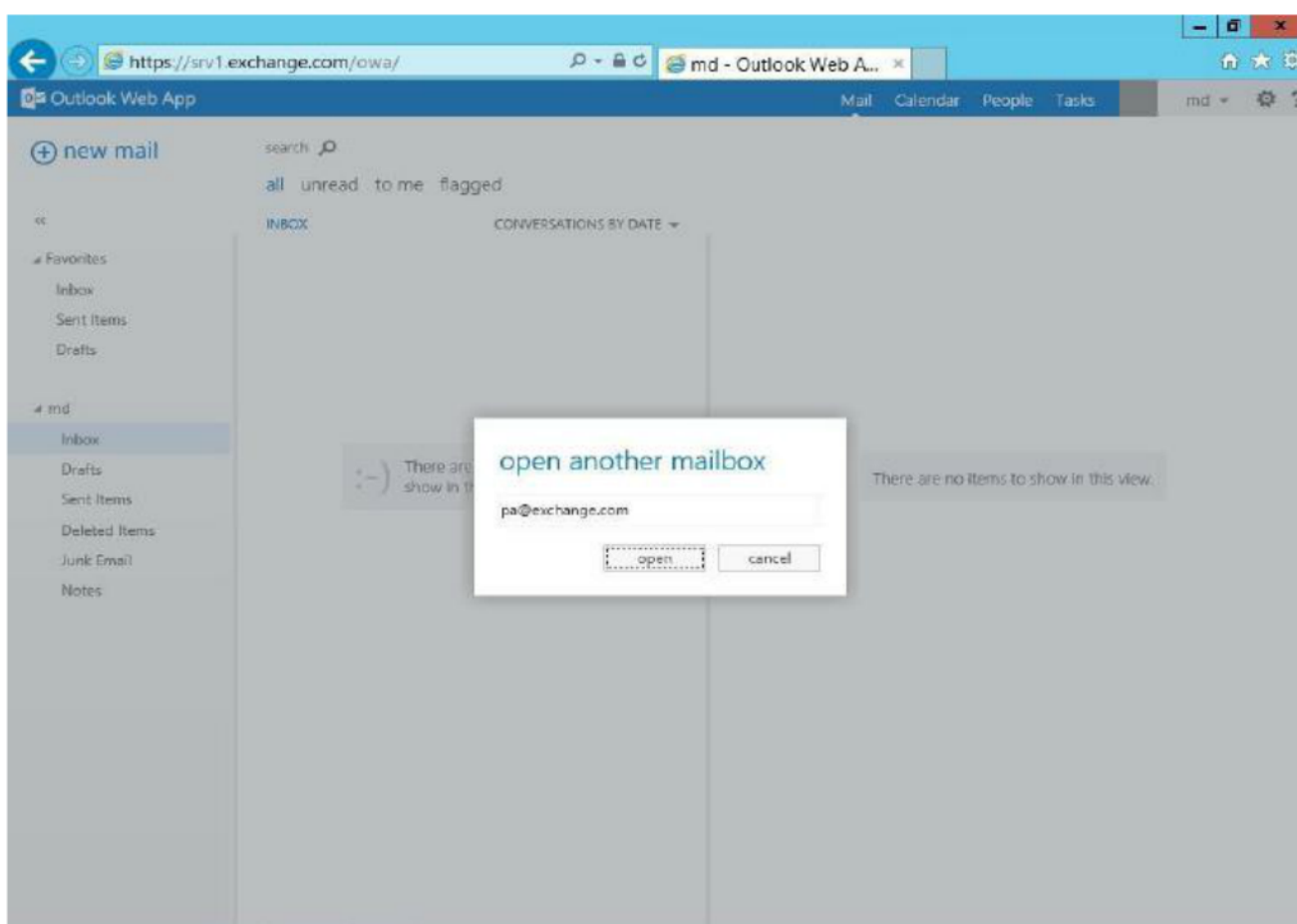
- Click **Save**

**Verification:**

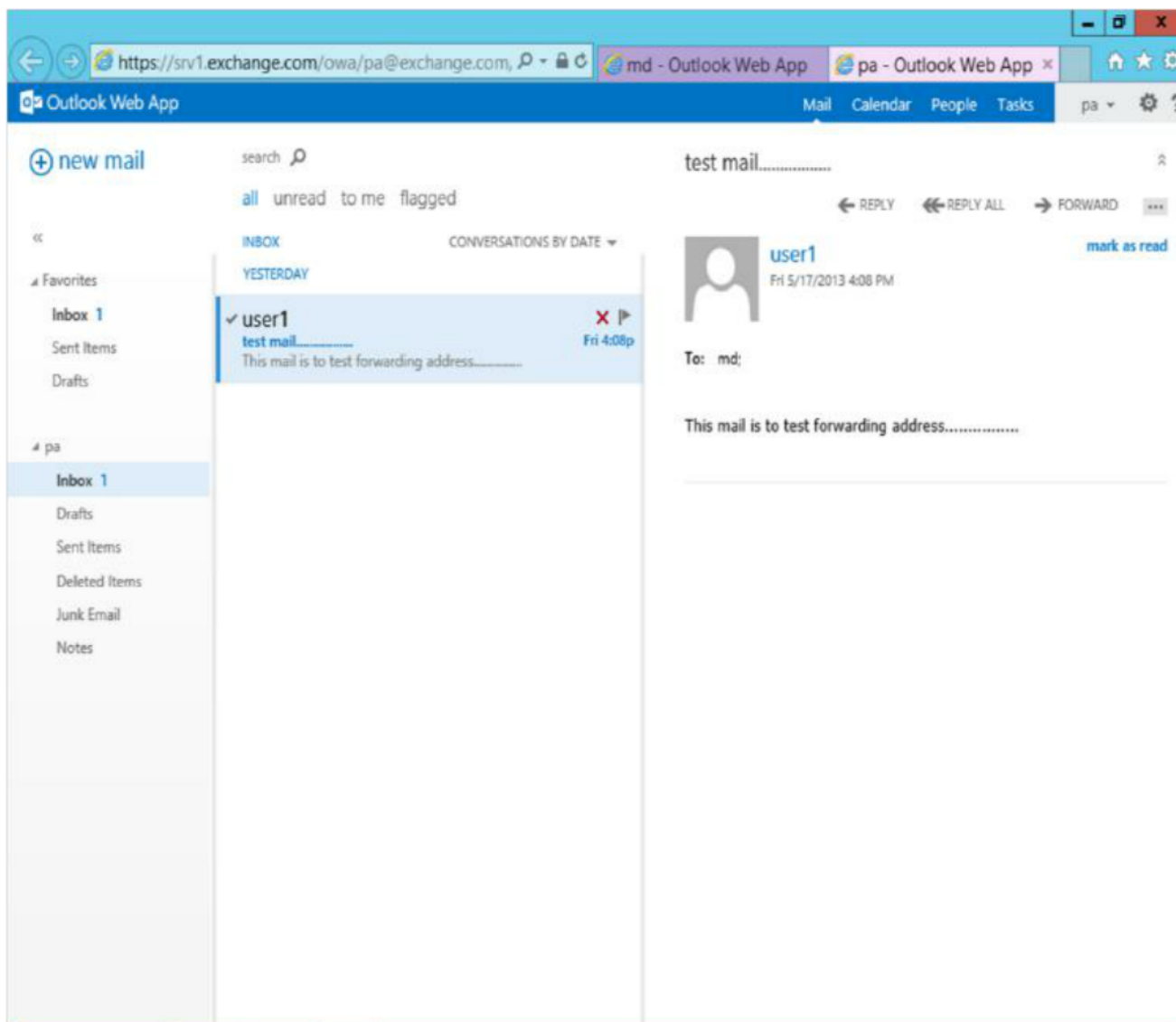
- Log into the Mailbox of the User (Ex: **MD**) using **Outlook Web App**→select **Open another mailbox**



- Enter user name (Ex: **PA**)→click **open**



- Verify the mailbox of User (Ex: **PA**) accessing by User (Ex: **MD**)





## Lab – 14: Applying Storage Quotas on the User Mailbox

### Objective:

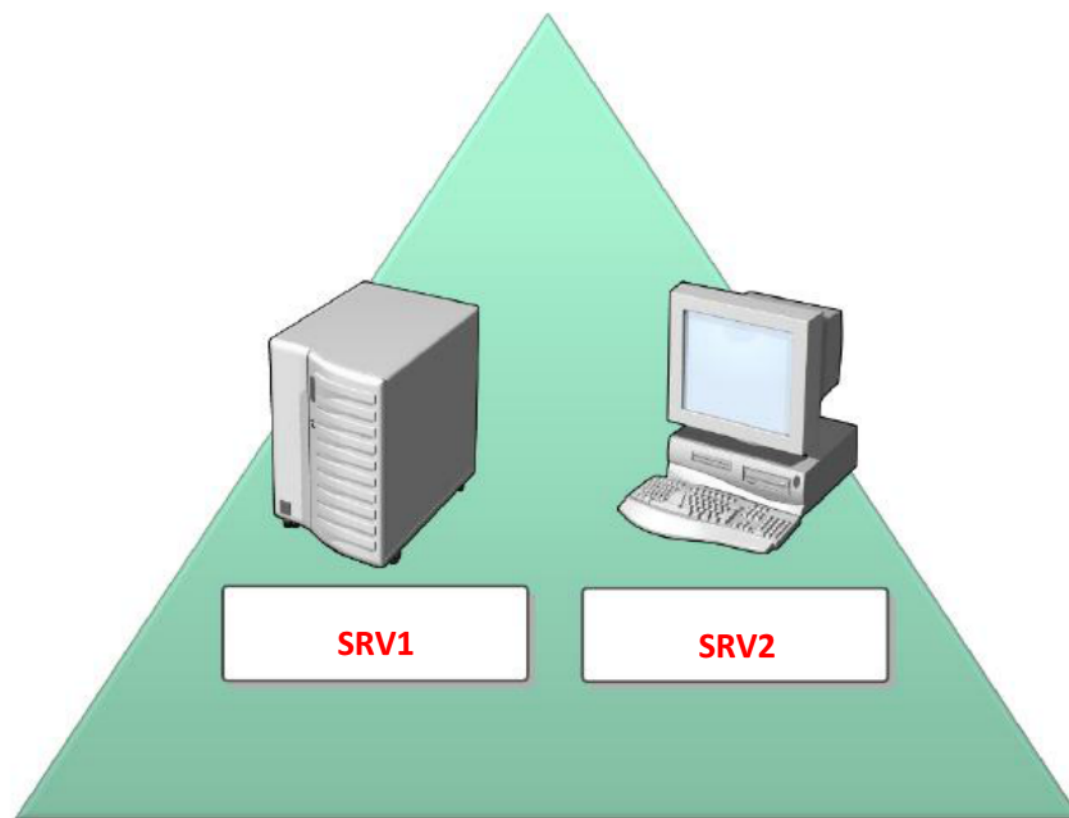
To define the mailbox size for a Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

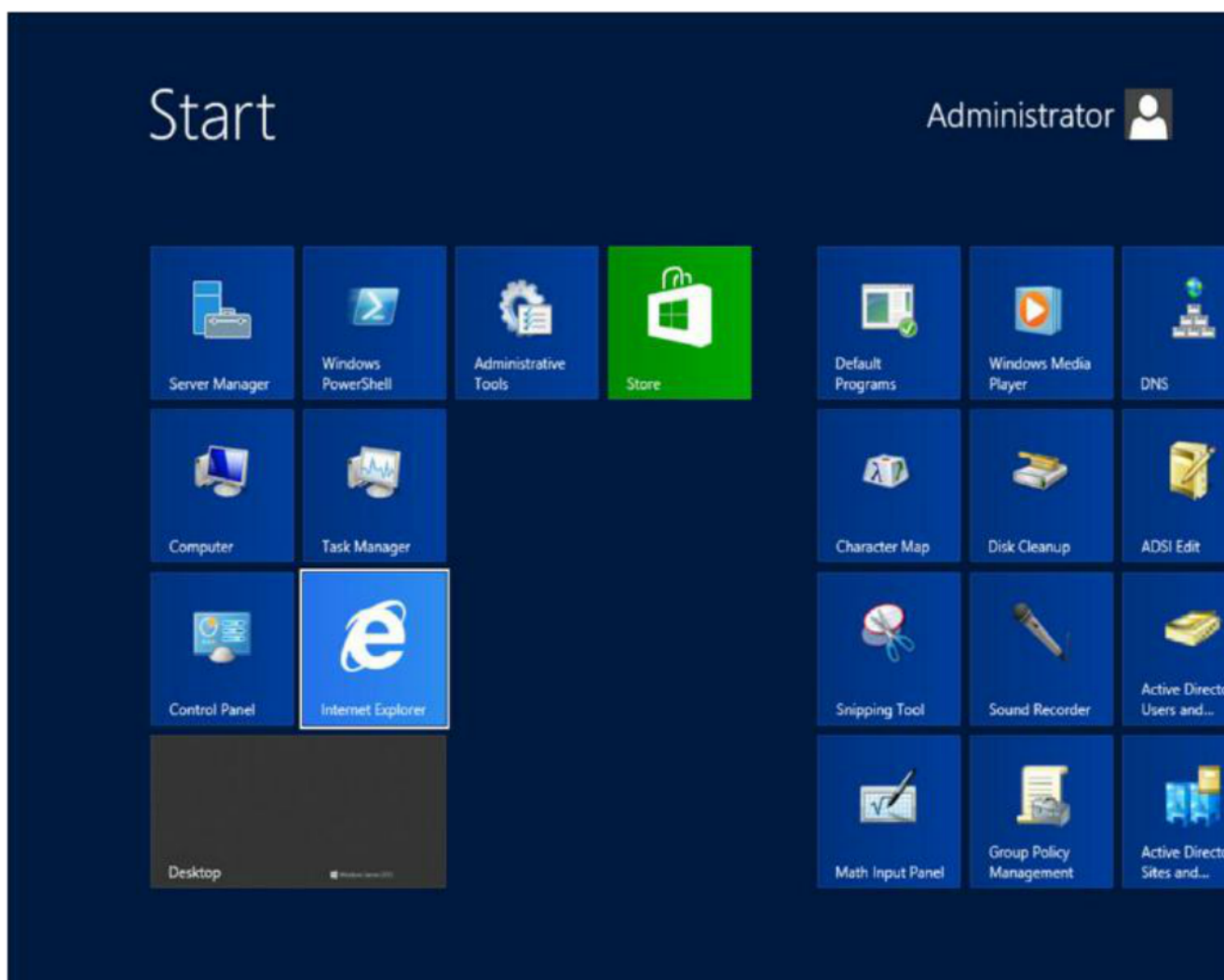


**Steps:**

- **Start**



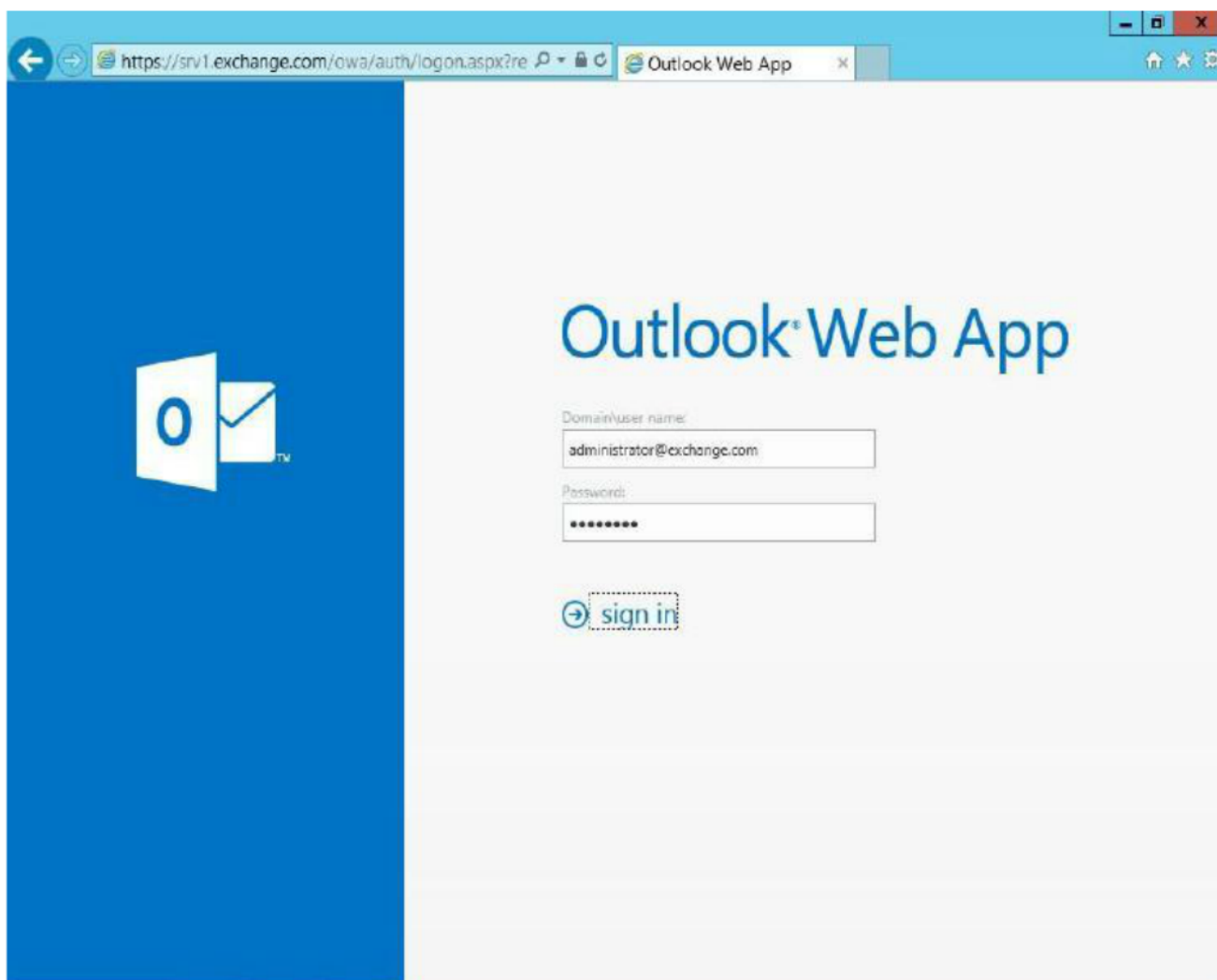
- **Open Internet Explorer**



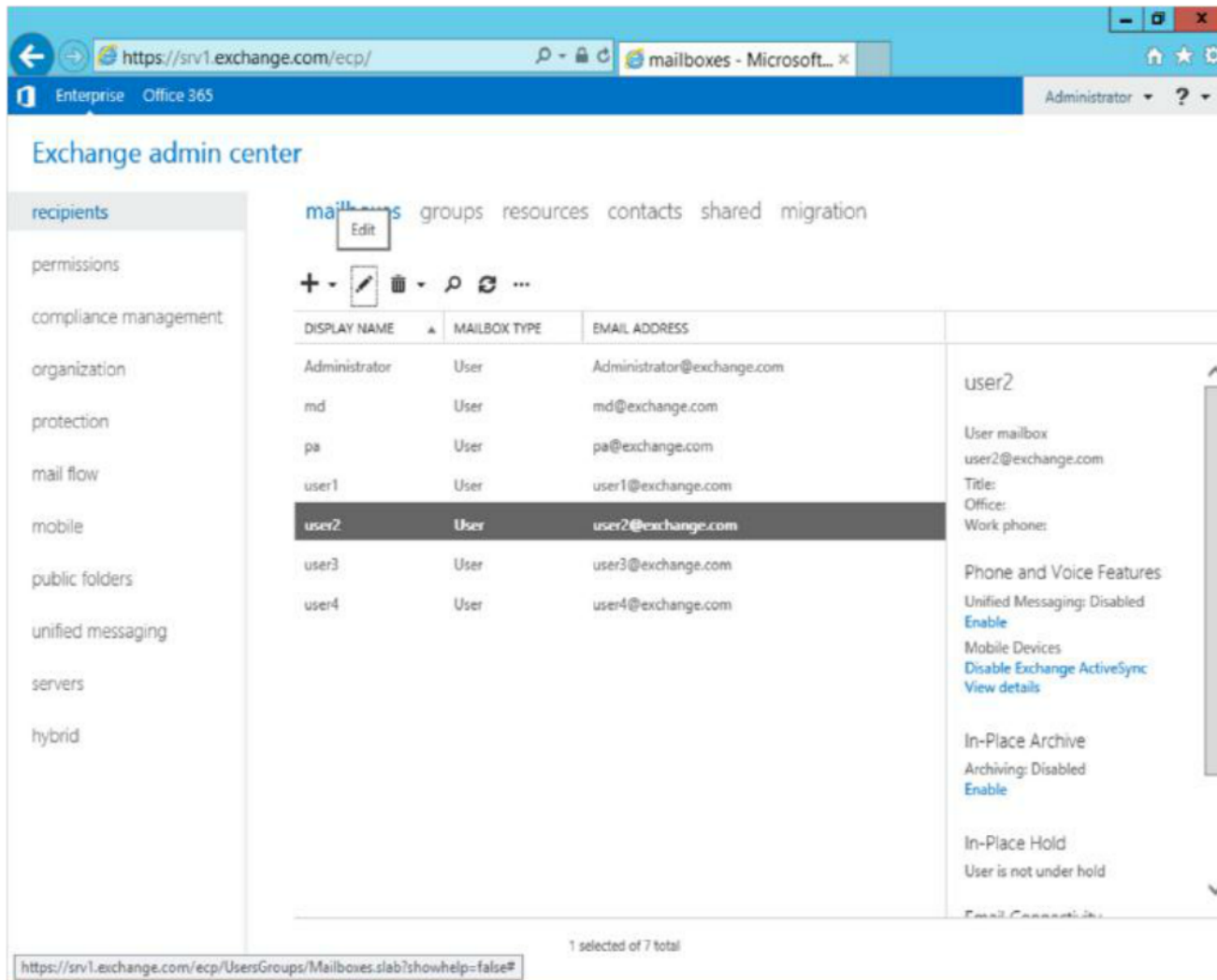
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



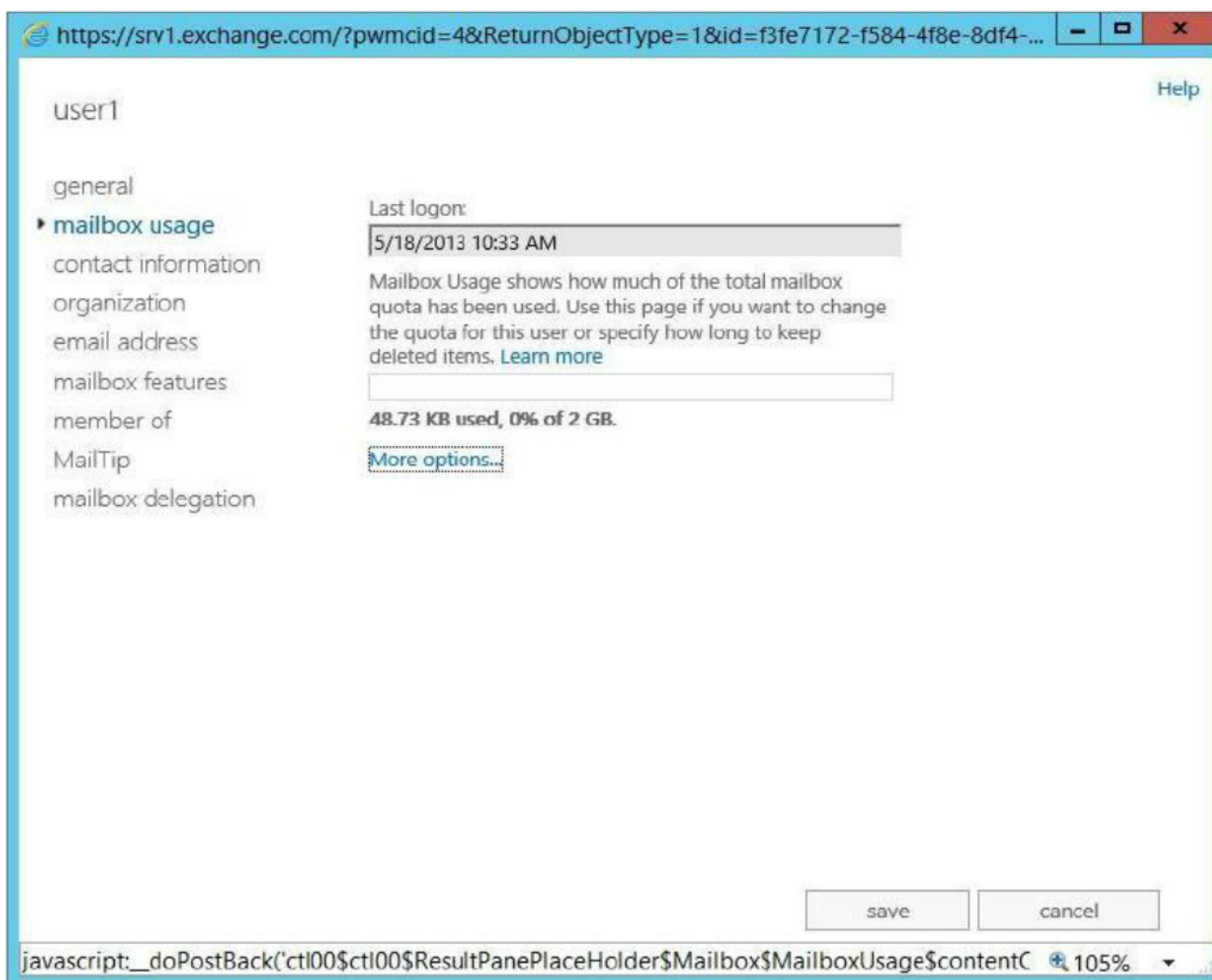
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Recipients**→select **Mailboxes** tab→select **User** (Ex: PA)→select **Edit** tab



- Select **Mailbox usage**→click **More options**



- Select **Customize the settings for this Mailbox**→select **Issue a warning, Prohibit send and Prohibit send and receive**→enter the values in **GB**→In **Customize the settings for this Mailbox**→enter the value (Ex: **14**)→check the box **Don't permanently delete items until the database is backed up**→click **Save**.

user1

general

mailbox usage

contact information

organization

email address

mailbox features

member of

MailTip

mailbox delegation

48.73 KB used, 0% of 2 GB.

☐ Use the default quota settings from the mailbox database

☒ Customize the settings for this mailbox

\*Issue a warning at (GB):

1

\*Prohibit send at (GB):

1

\*Prohibit send and receive at (GB):

1

☐ Use the default retention settings from the mailbox database

☒ Customize the settings for this mailbox

\*Keep deleted items for (days):

14

☒ Don't permanently delete items until the database is backed up

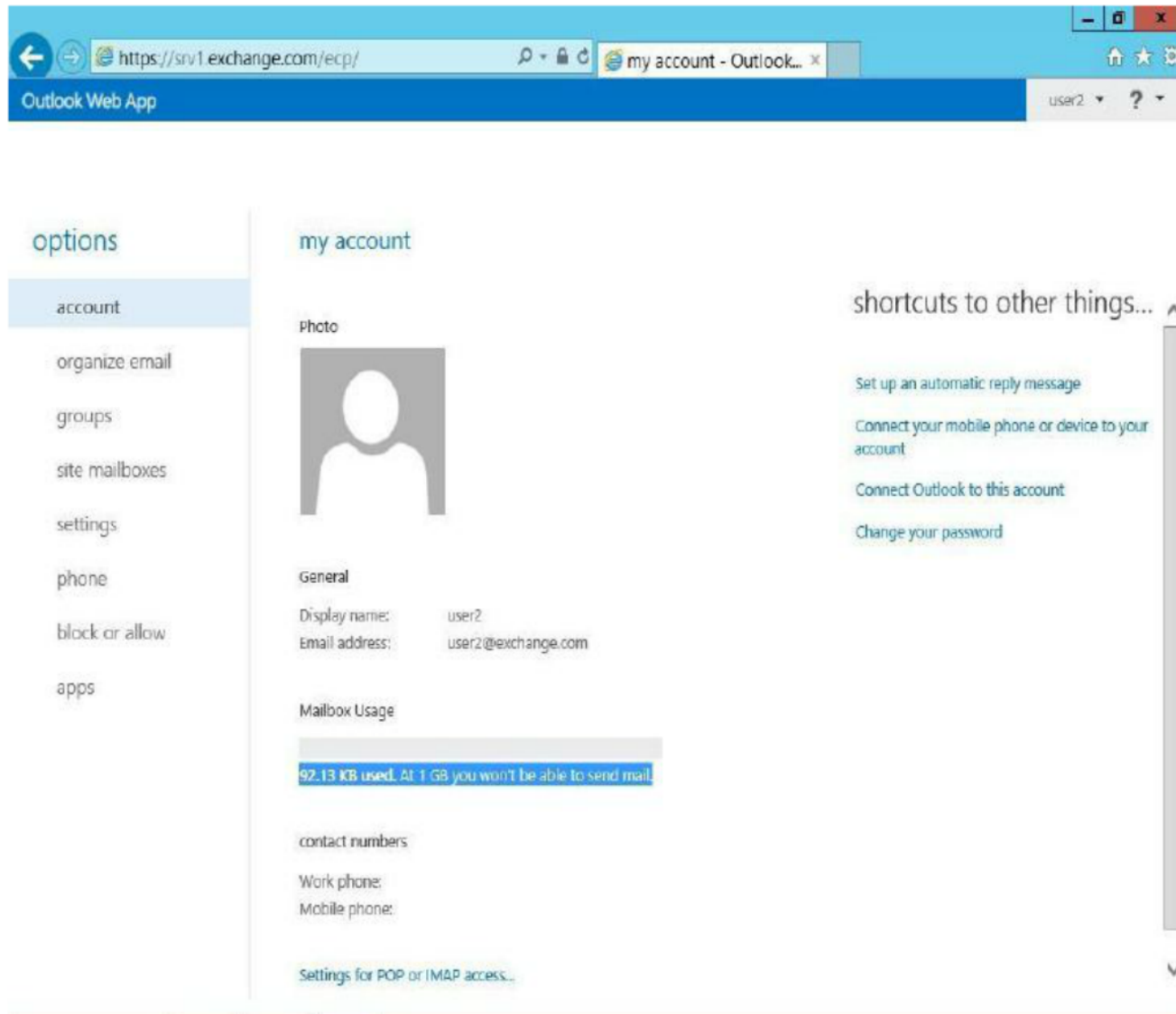
save cancel

105%



**Verification:**

- Log in as user (Ex: **user2**) and check the **modified mailbox size**.



## Lab – 15: Creating Admin Roles for User

### Objective:

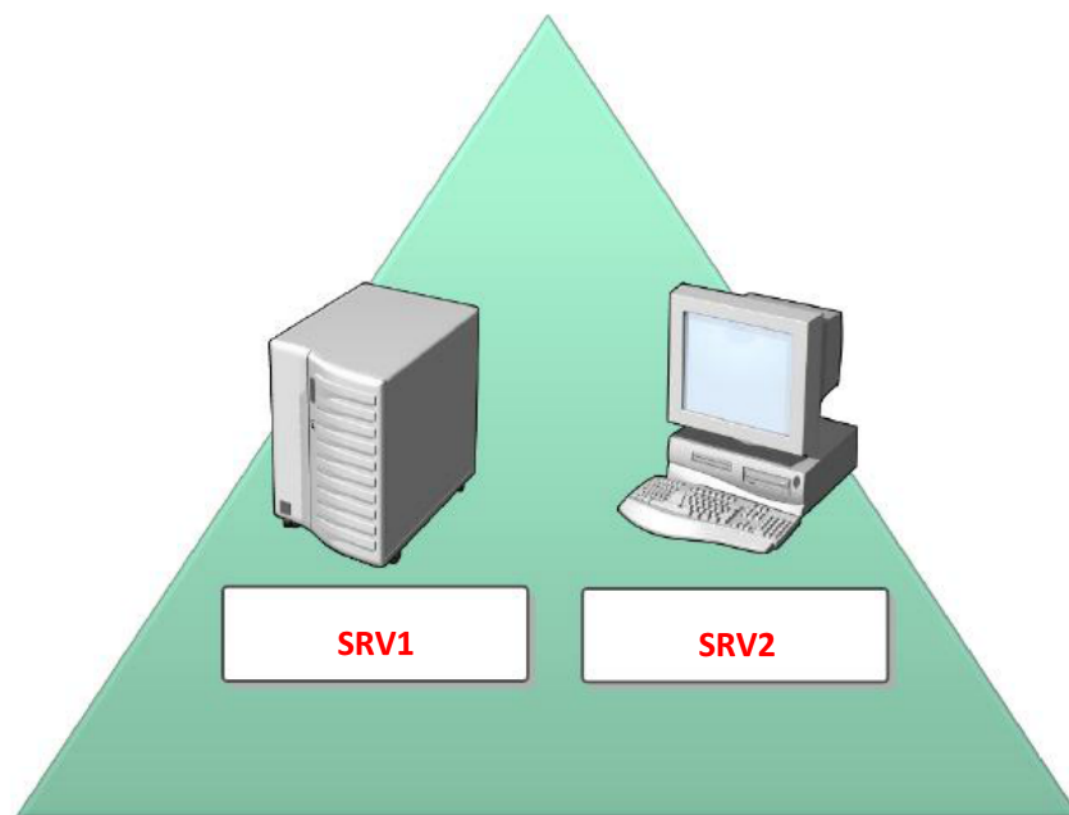
To delegate Admin rights for decentralization of Exchange tasks to Junior Administrator

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

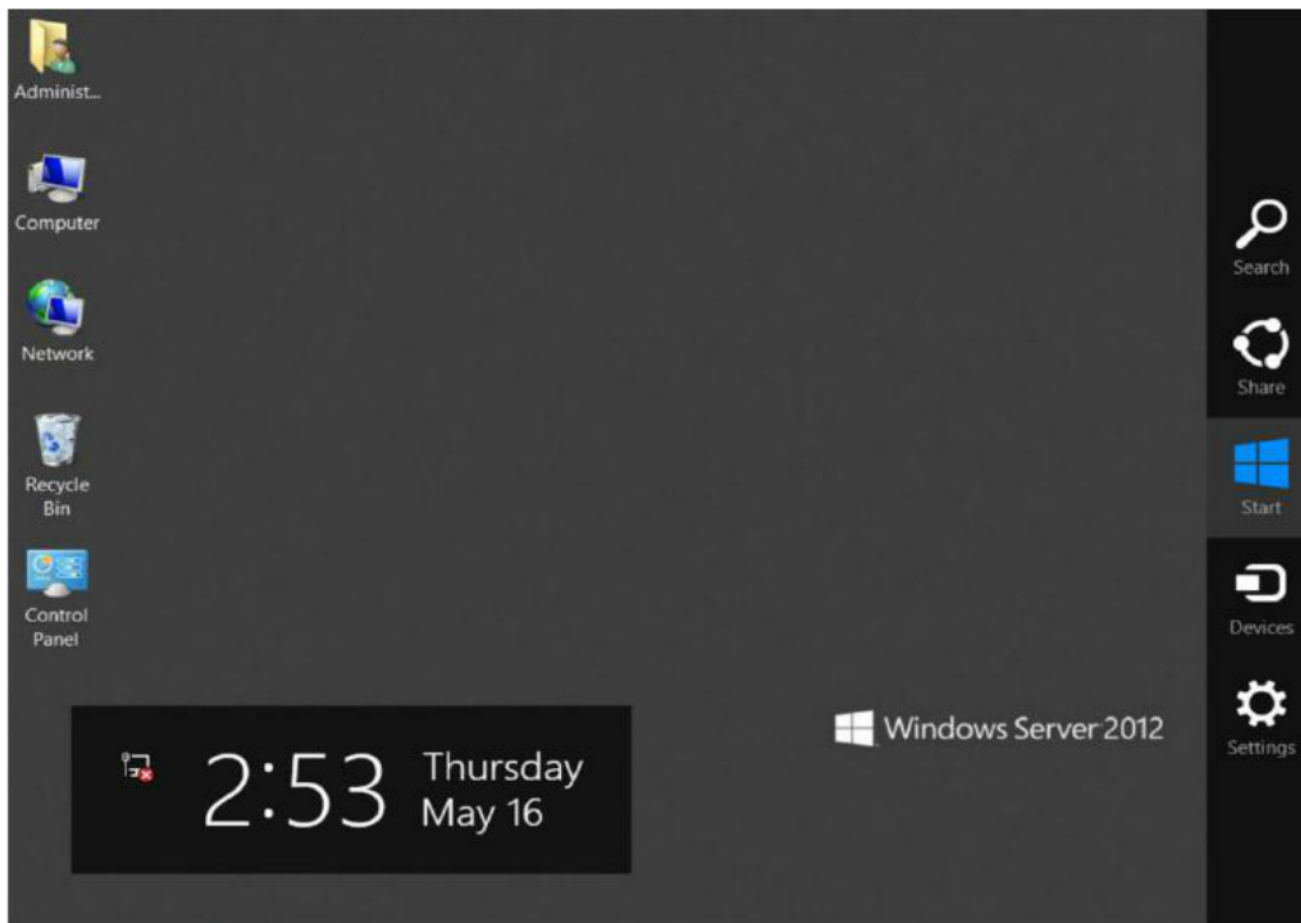
##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

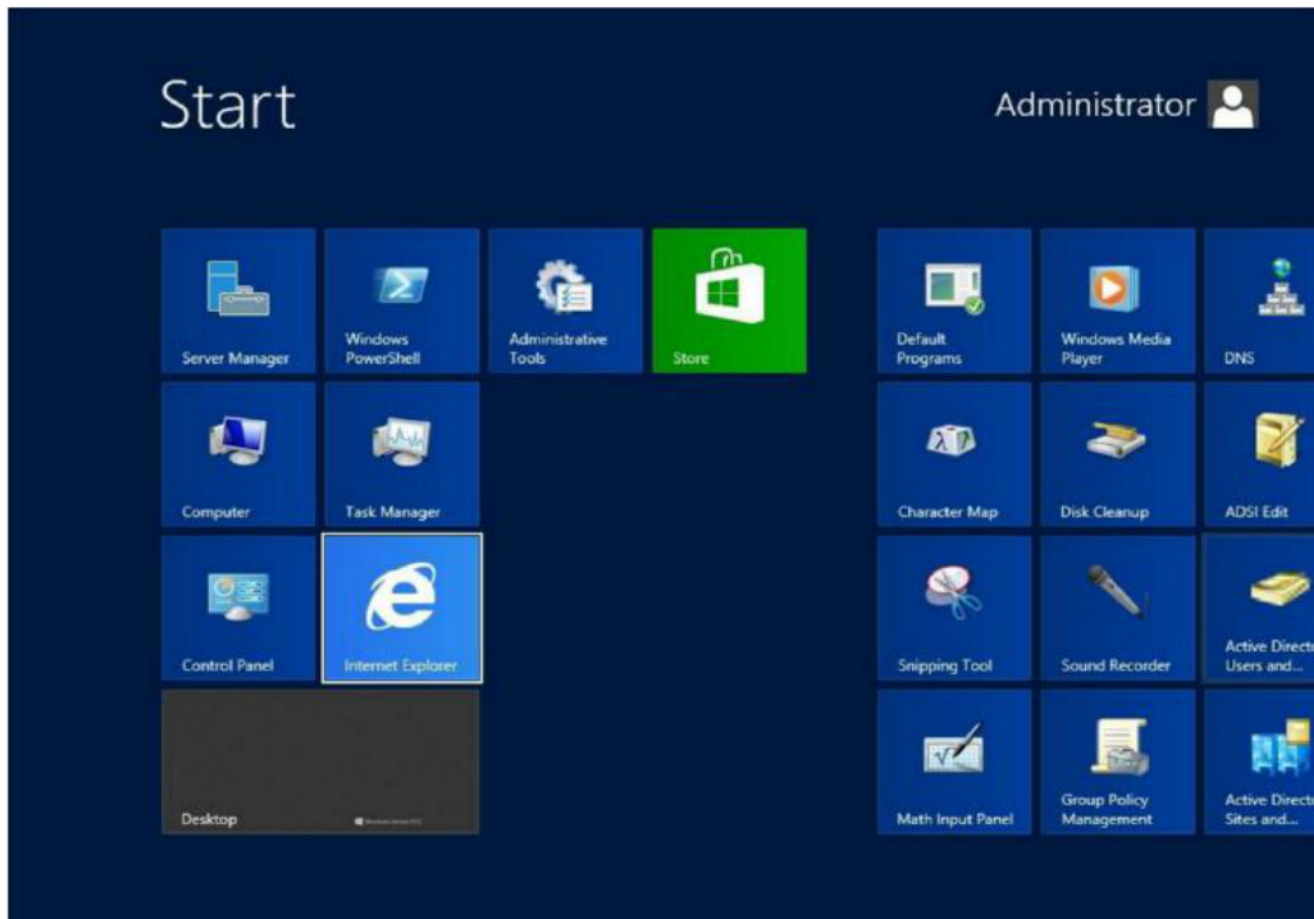


**Steps:**

- **Start**



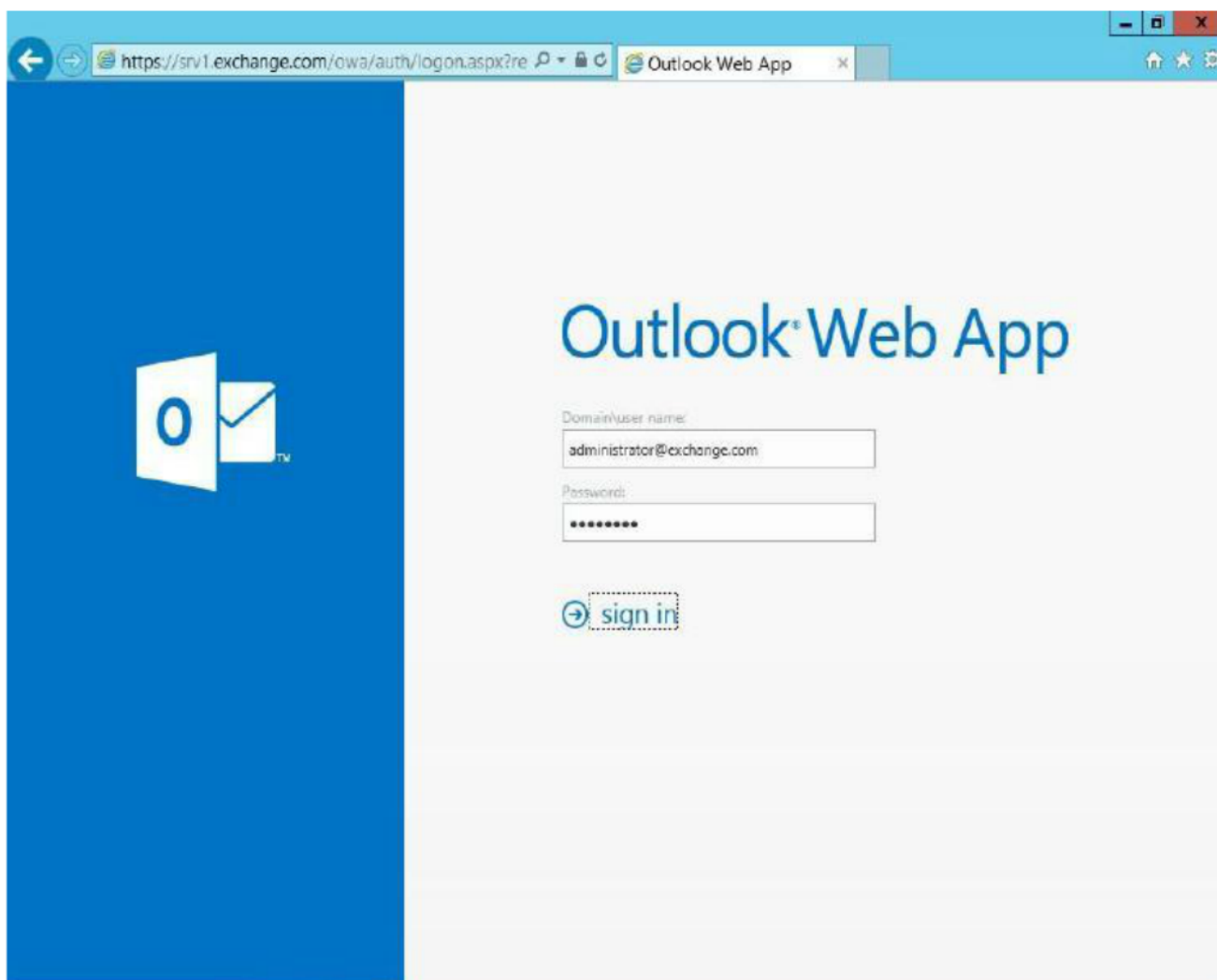
- **Open Internet Explorer**



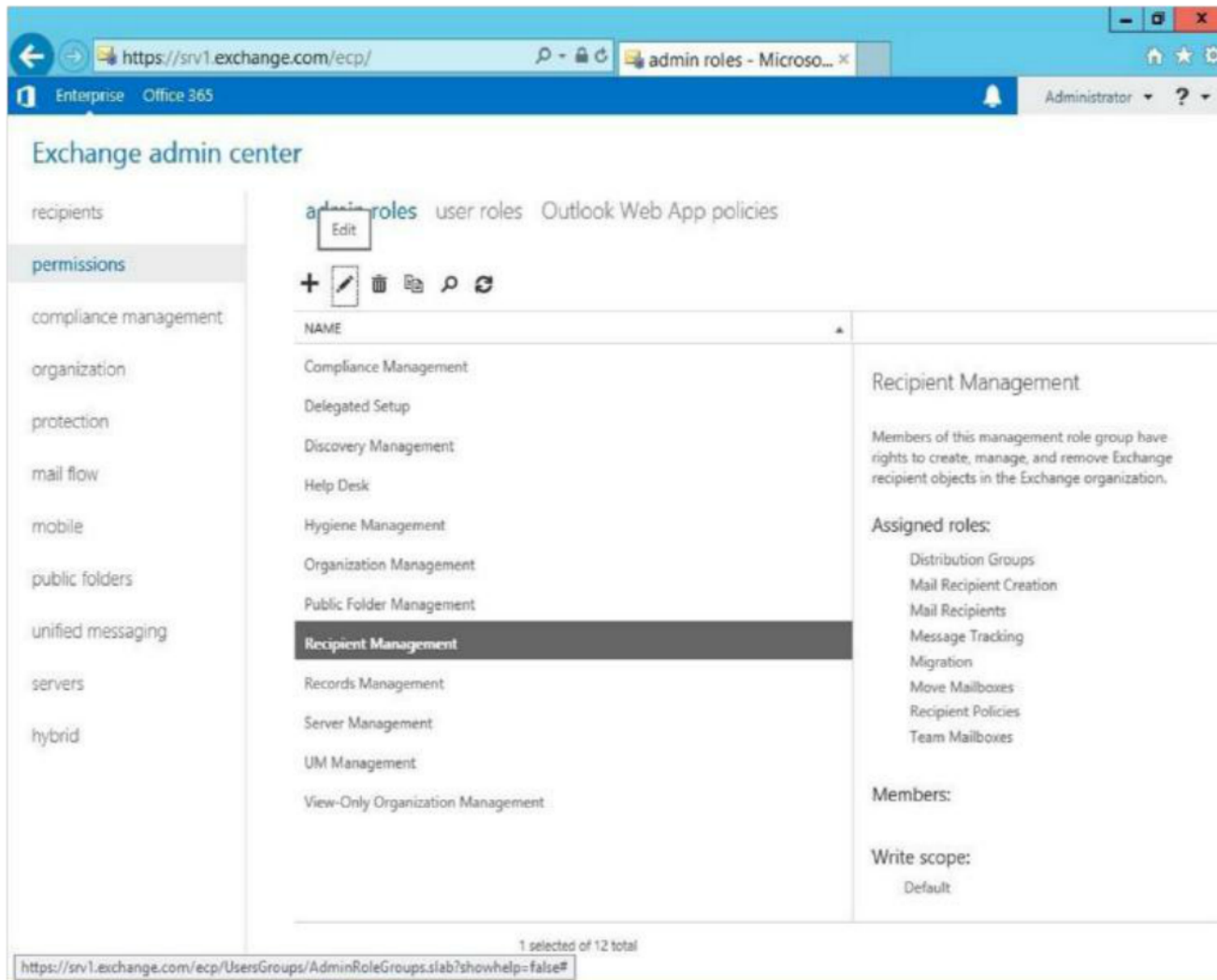
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



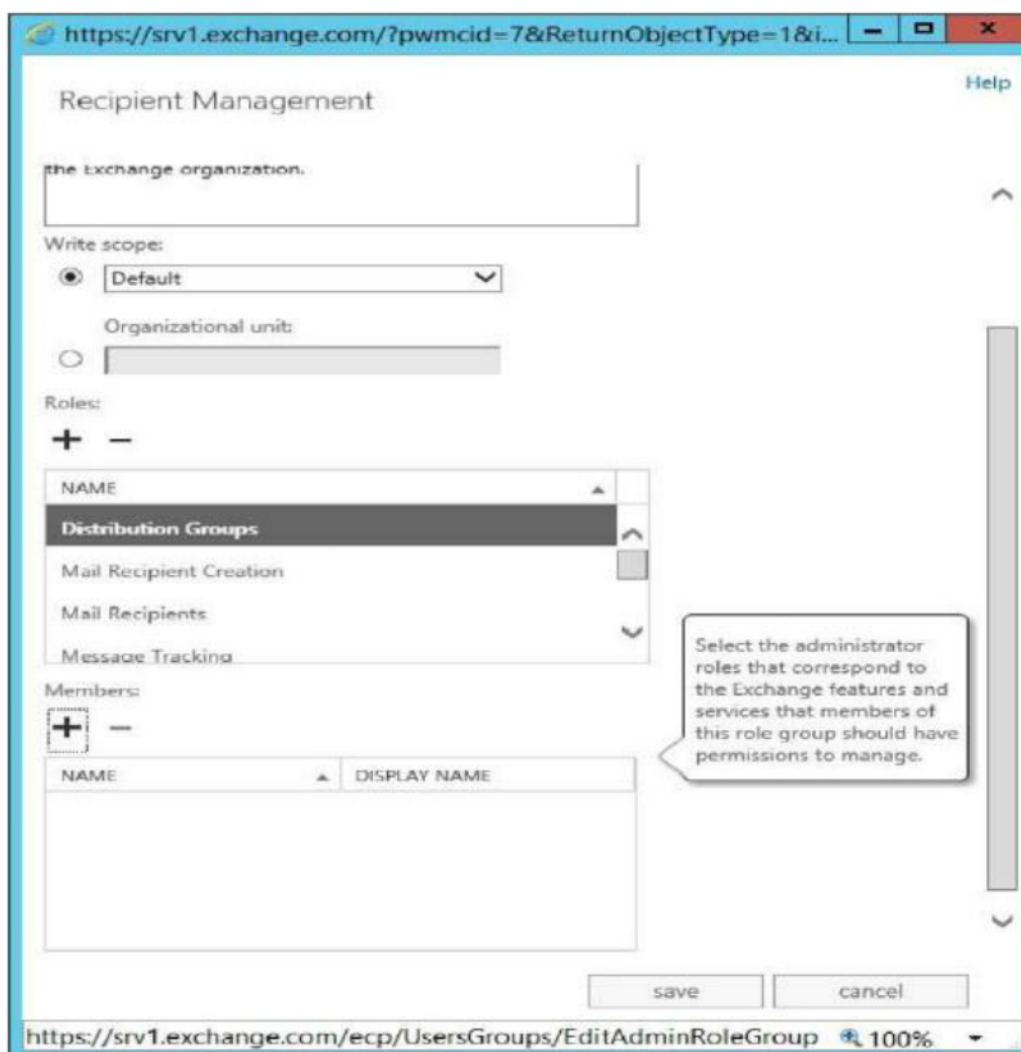
- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Permissions**→select **Admin Roles** tab→select **Recipient Management**→click **Edit**

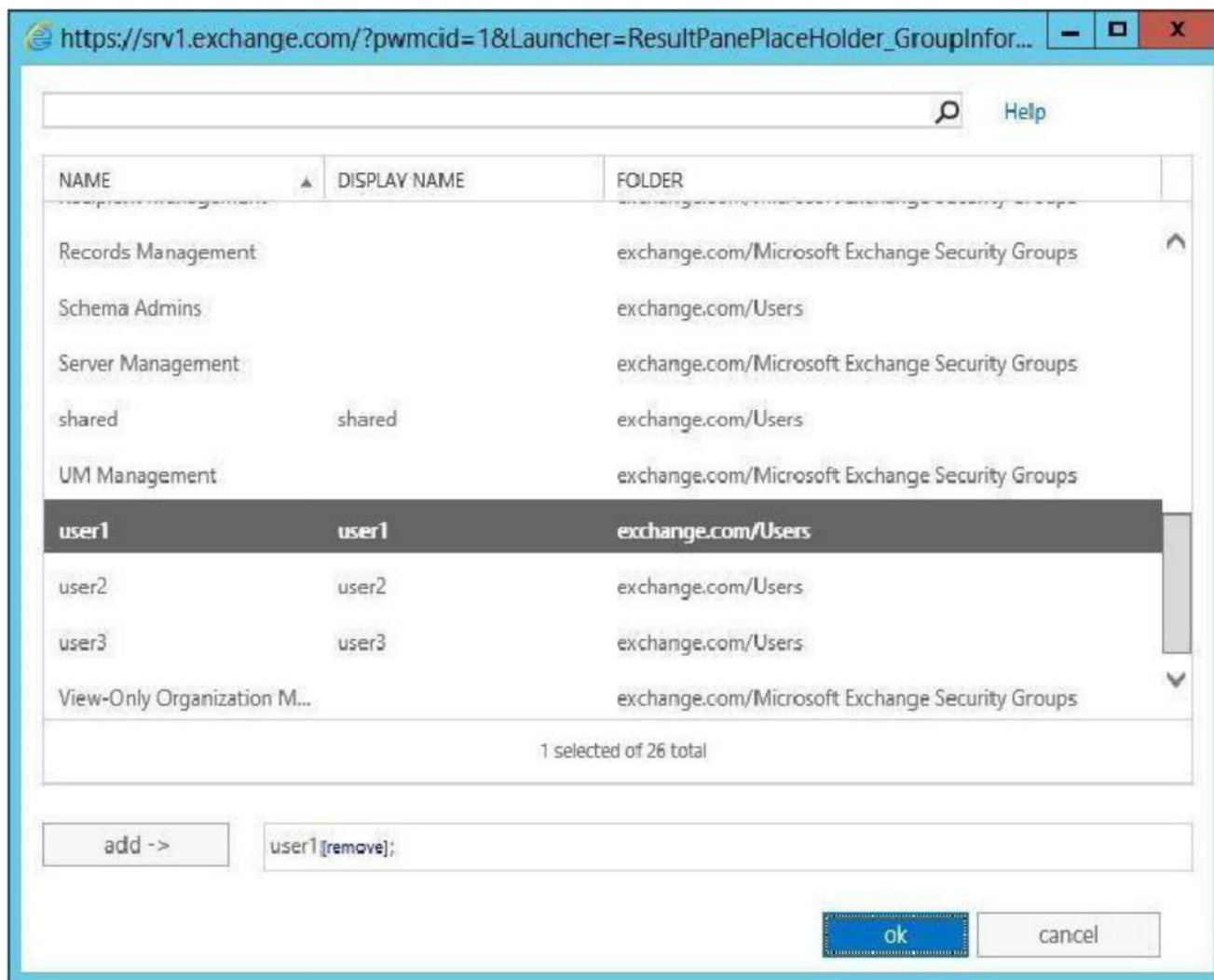


- Select **Members**→click **Add**

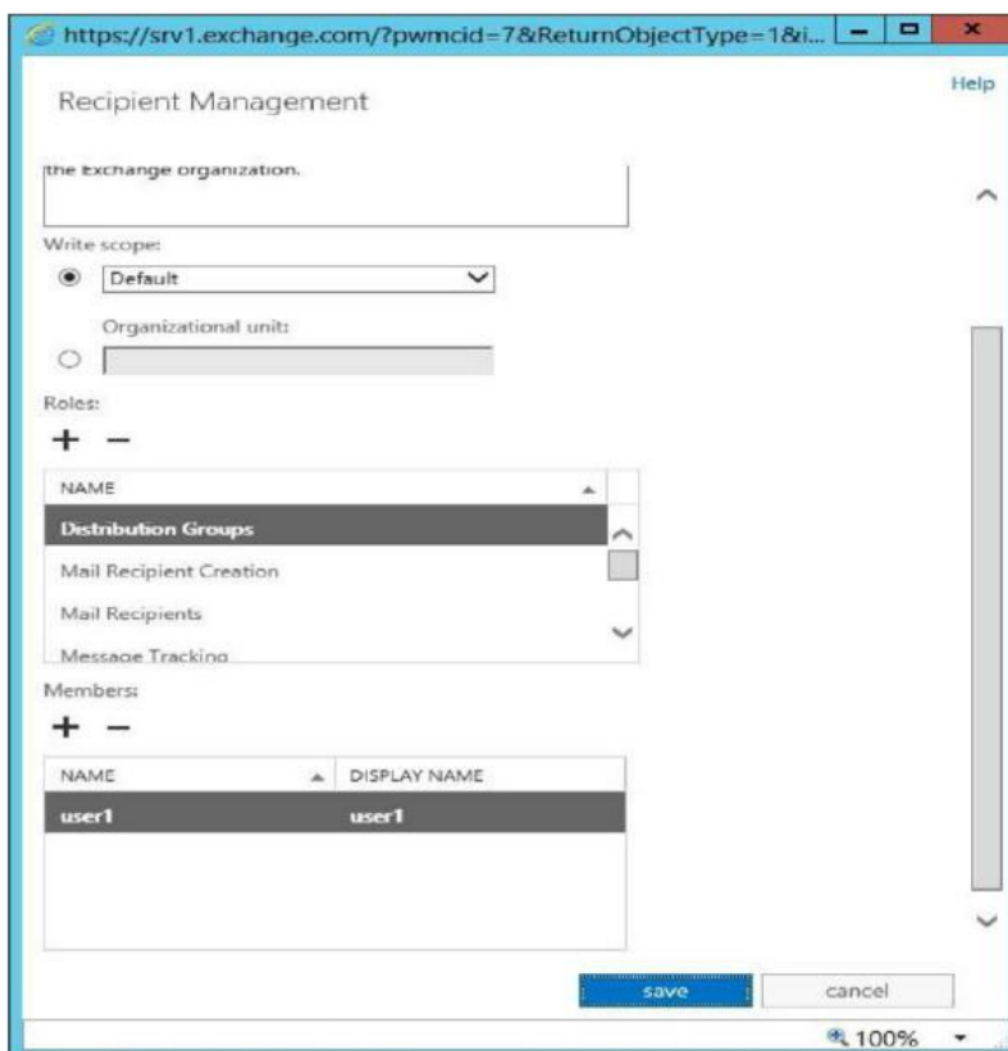




- Select the user (Ex: **User1**) → click **Add** → click **Ok**

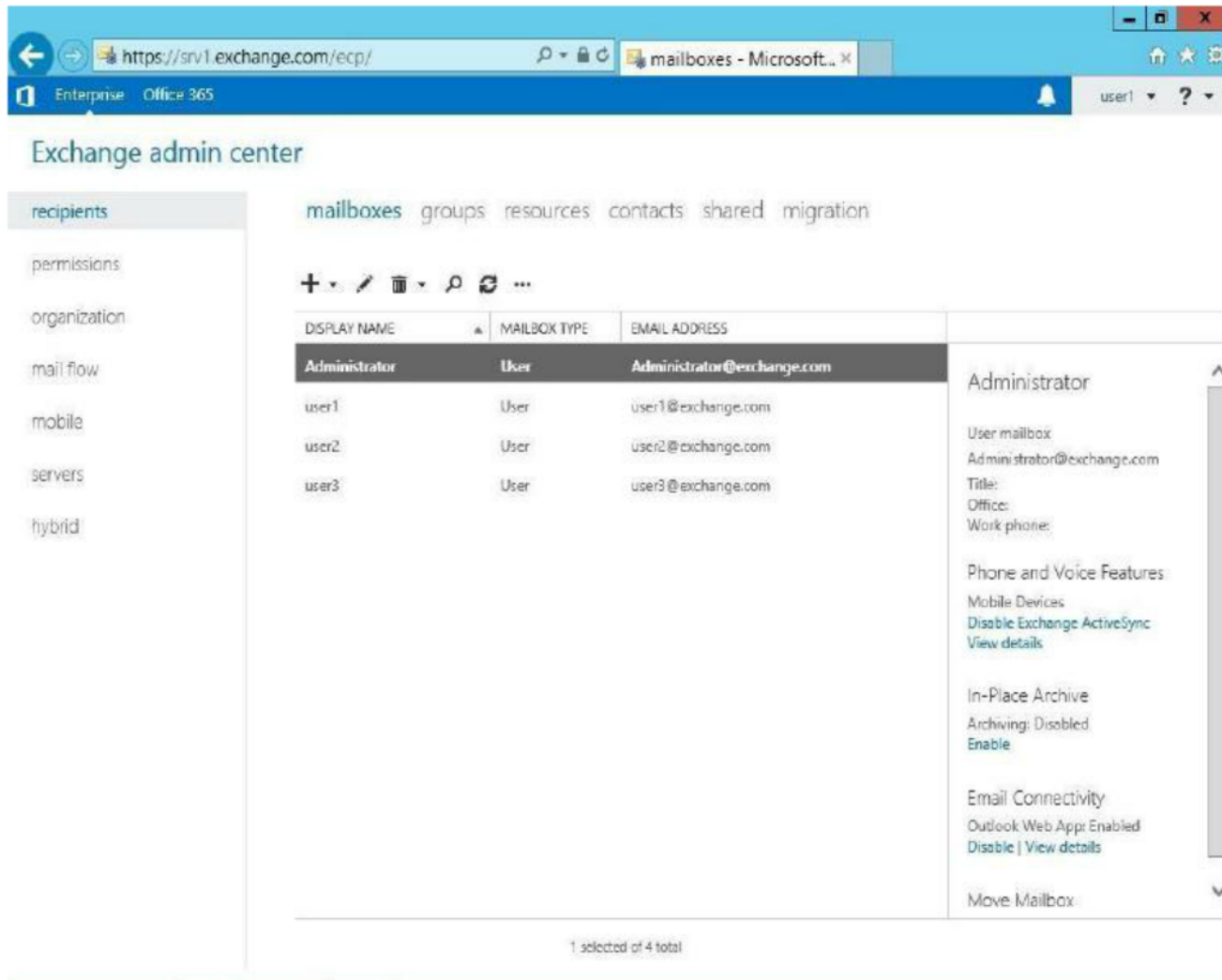


- Click **Save**



## Verification:

- Login as **User1** in **ECP** & check the **Recipients** in **Exchange Admin Center**



The screenshot shows the Exchange Admin Center (EAC) interface. The browser address bar displays <https://srv1.exchange.com/ecp/>. The page title is "Exchange admin center". The left sidebar contains a list of navigation options: recipients, permissions, organization, mail flow, mobile, servers, and hybrid. The "recipients" option is selected. The main content area shows the "mailboxes" tab, which contains a table of mailboxes. The table has three columns: DISPLAY NAME, MAILBOX TYPE, and EMAIL ADDRESS. The table lists four mailboxes: Administrator, user1, user2, and user3. The "Administrator" mailbox is selected, and its details are shown on the right. The details include: User mailbox, Administrator@exchange.com, Title, Office, Work phone, Phone and Voice Features, Mobile Devices, Disable Exchange ActiveSync, View details, In-Place Archive, Archiving: Disabled, Enable, Email Connectivity, Outlook Web App: Enabled, Disable | View details, and Move Mailbox.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS
Administrator	User	Administrator@exchange.com
user1	User	user1@exchange.com
user2	User	user2@exchange.com
user3	User	user3@exchange.com

1 selected of 4 total

## Lab – 16: Assigning Role Assignment Policy to the User

### Objective:

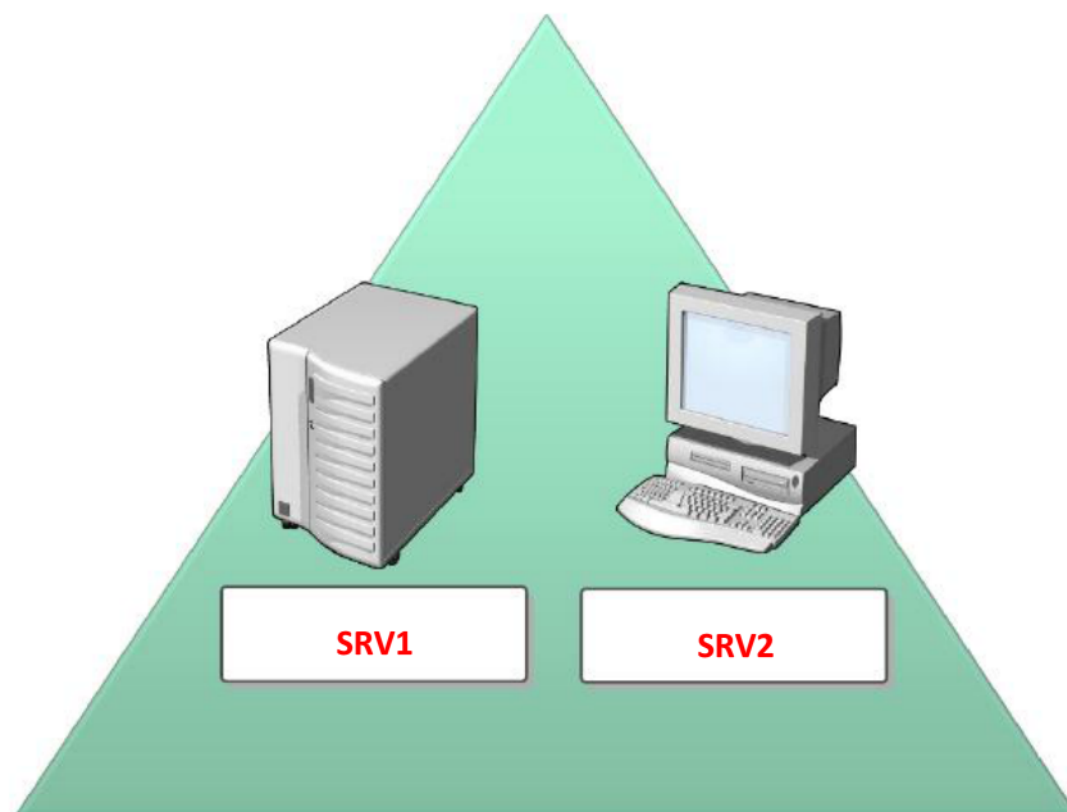
Adding new Role Assignment Policy to a Junior Administrator

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



### EXCHANGE.COM

#### SRV1

#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

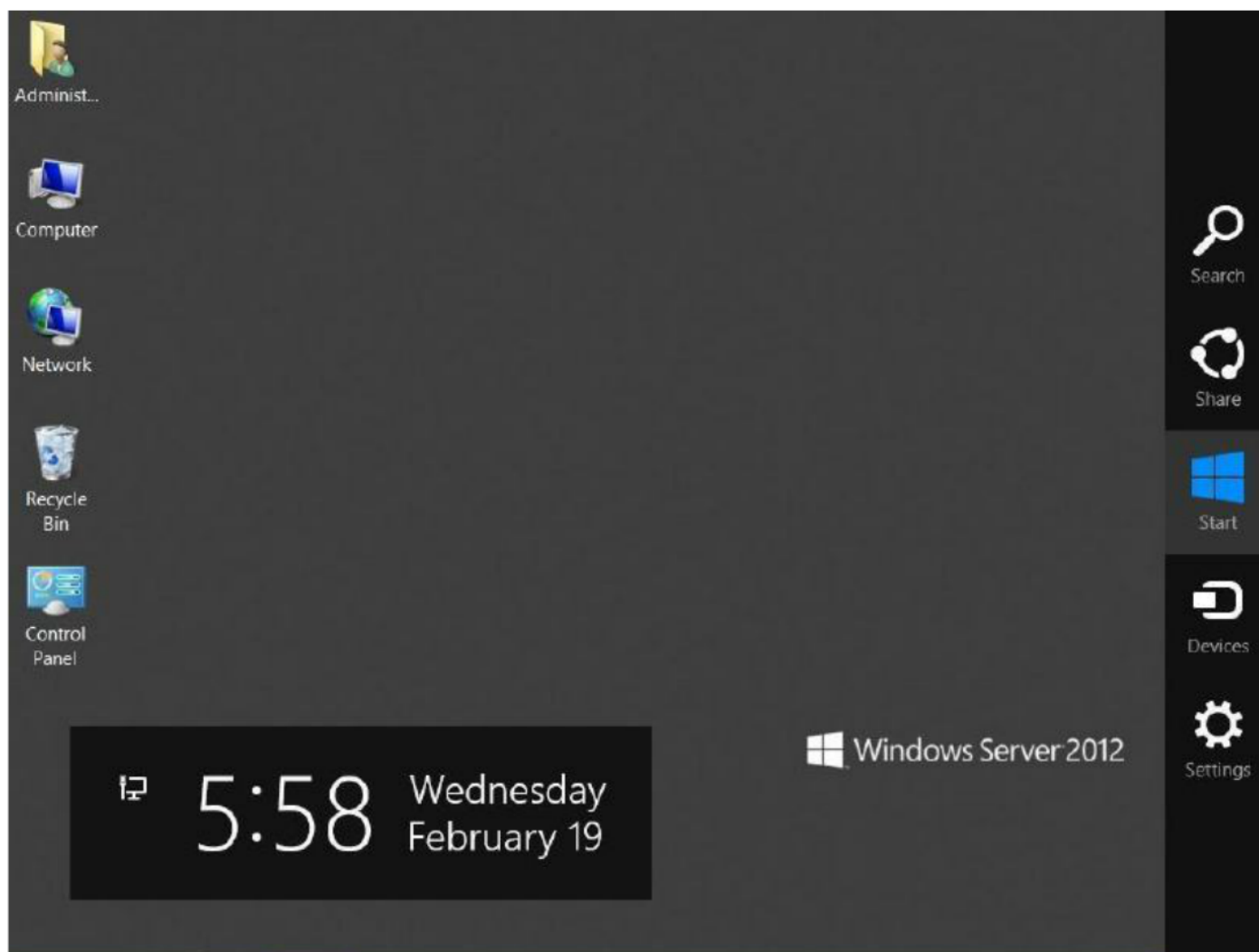
#### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

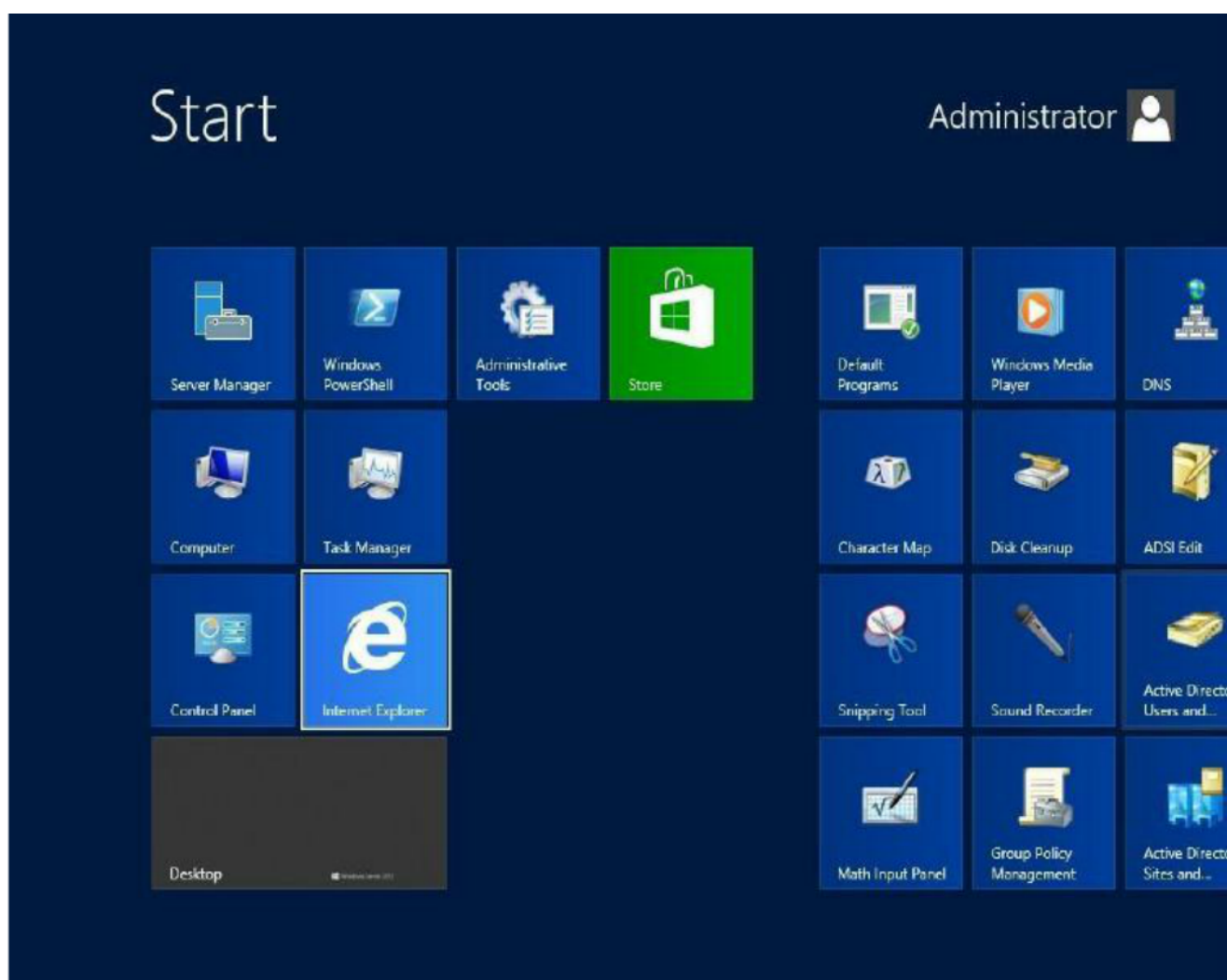


**Steps:**

- **Start**



- **Open Internet Explorer**

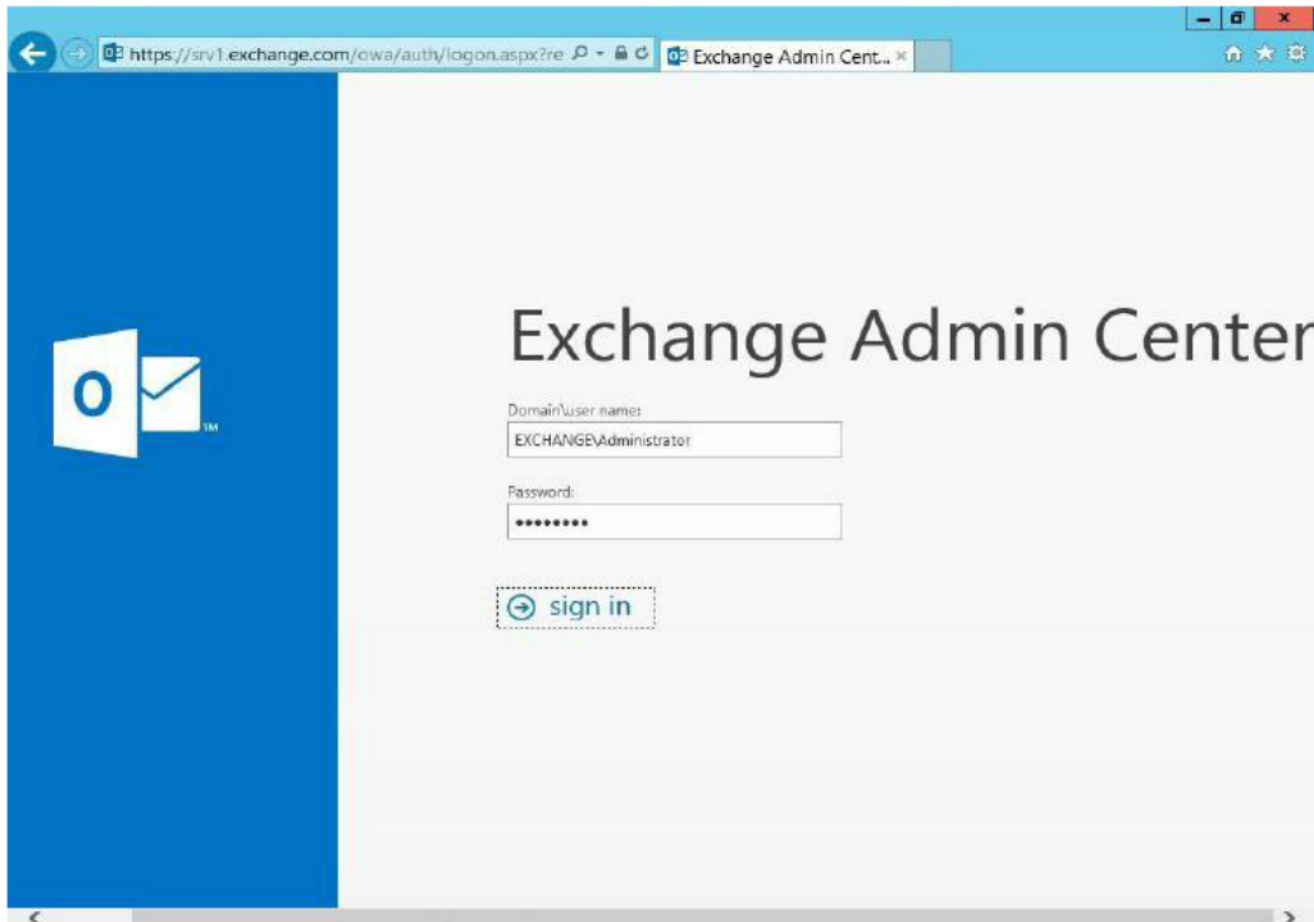


- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>

(Ex: <https://srv1.exchange.com/ecp>)

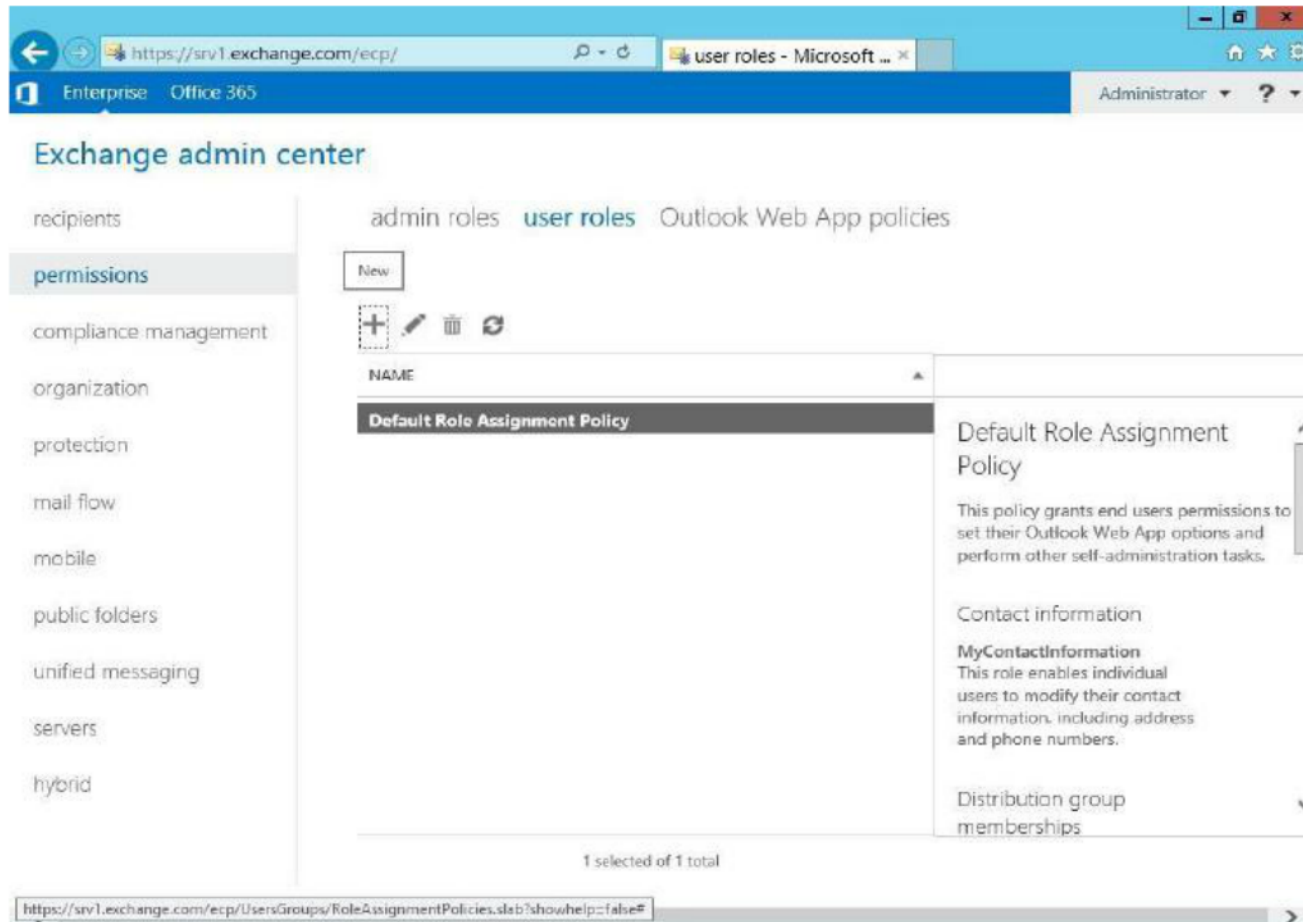


- Enter User Name (Ex: [Administrator@exchange.com](mailto:Administrator@exchange.com)) and Password→click sign in

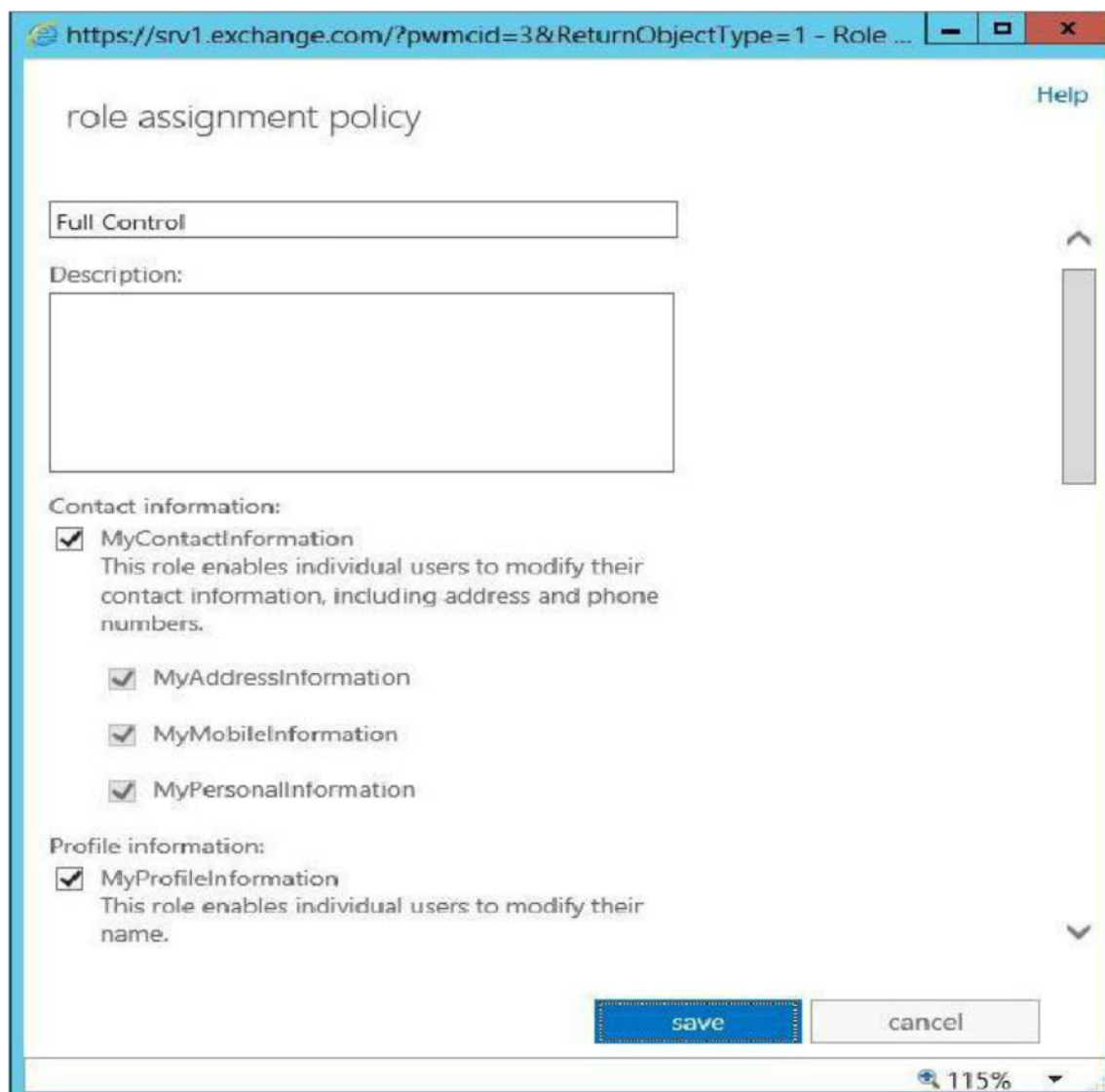




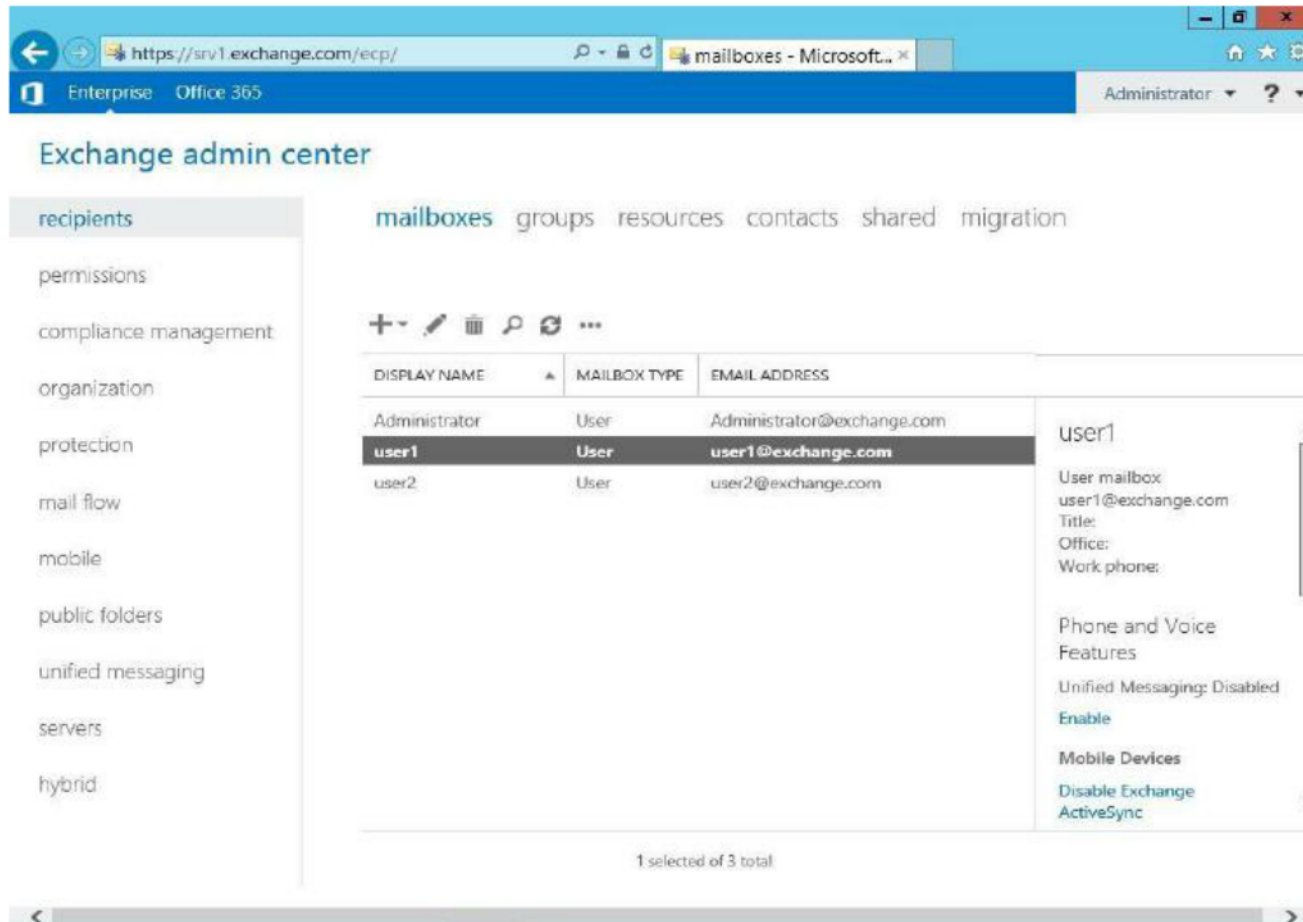
- In **Exchange Admin Center**→select **Permissions**→select **User Roles** tab→click **New**



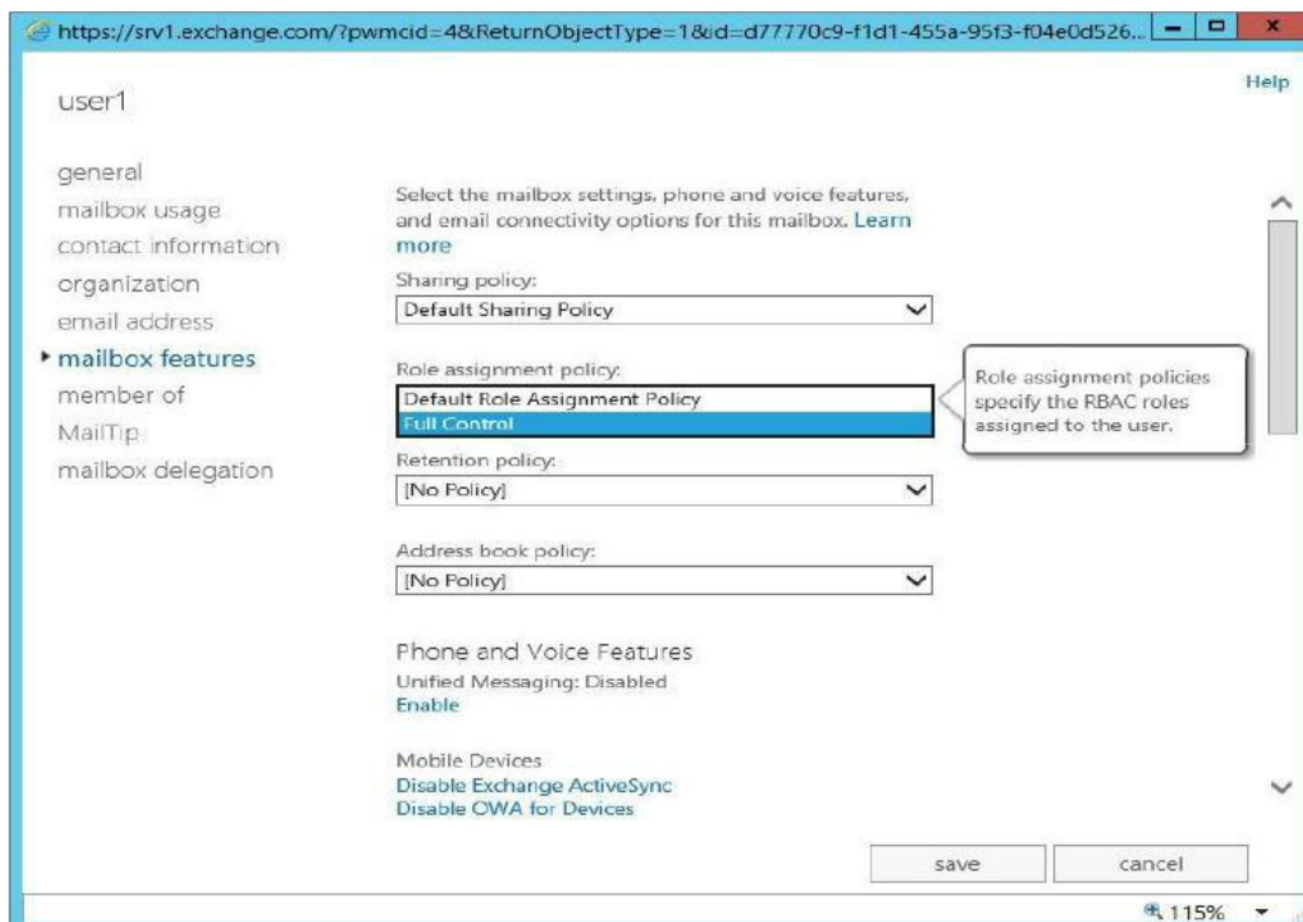
- Enter Policy name (**Ex: Full Control**)→check the box in all options→click **Save**



- Select **Recipients**→select the user (**Ex:User1**)→click **Edit**

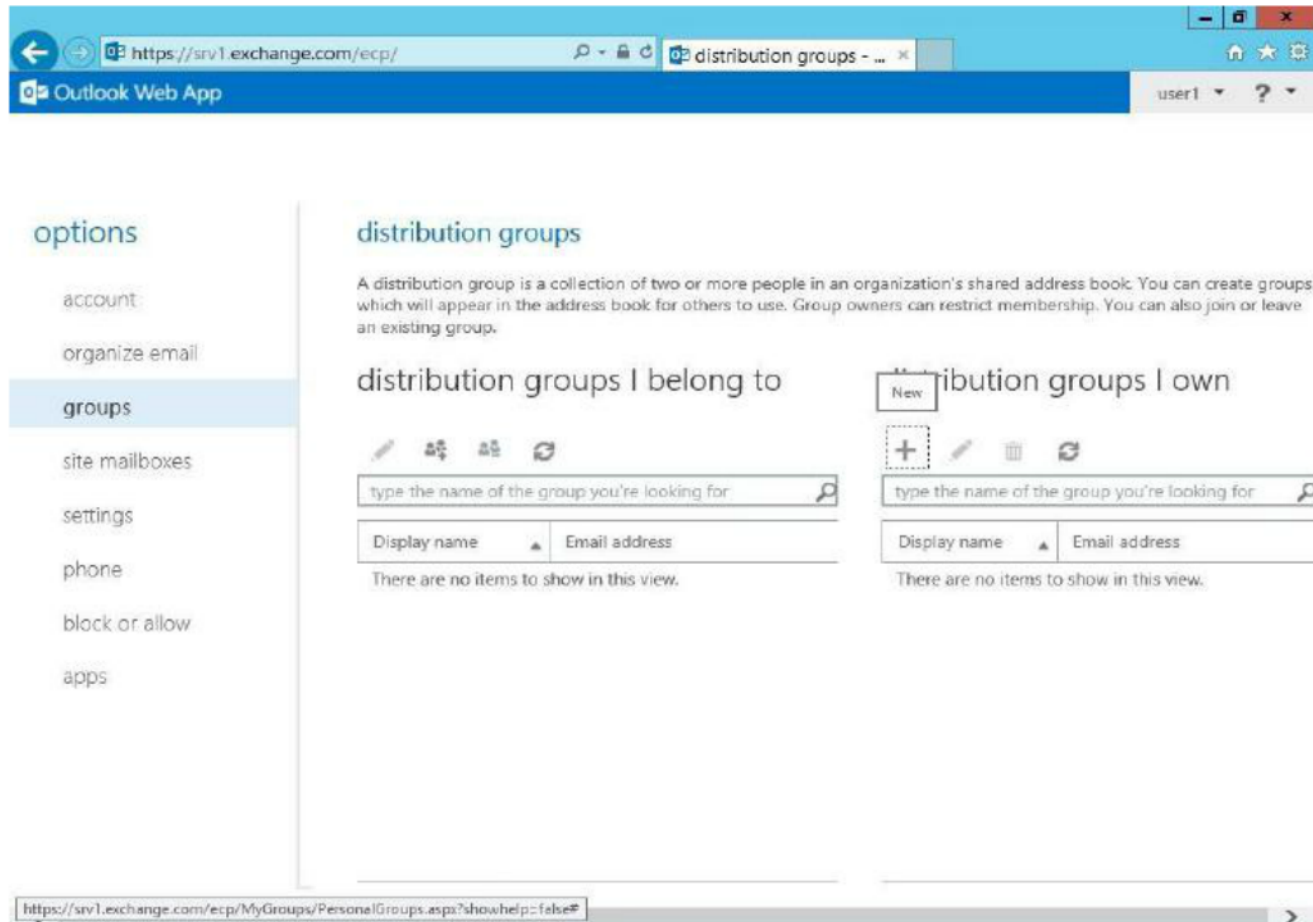


- Select **Mailbox Features**→expand **Role Assignment Policy**→select **Full Control**→click **Save**

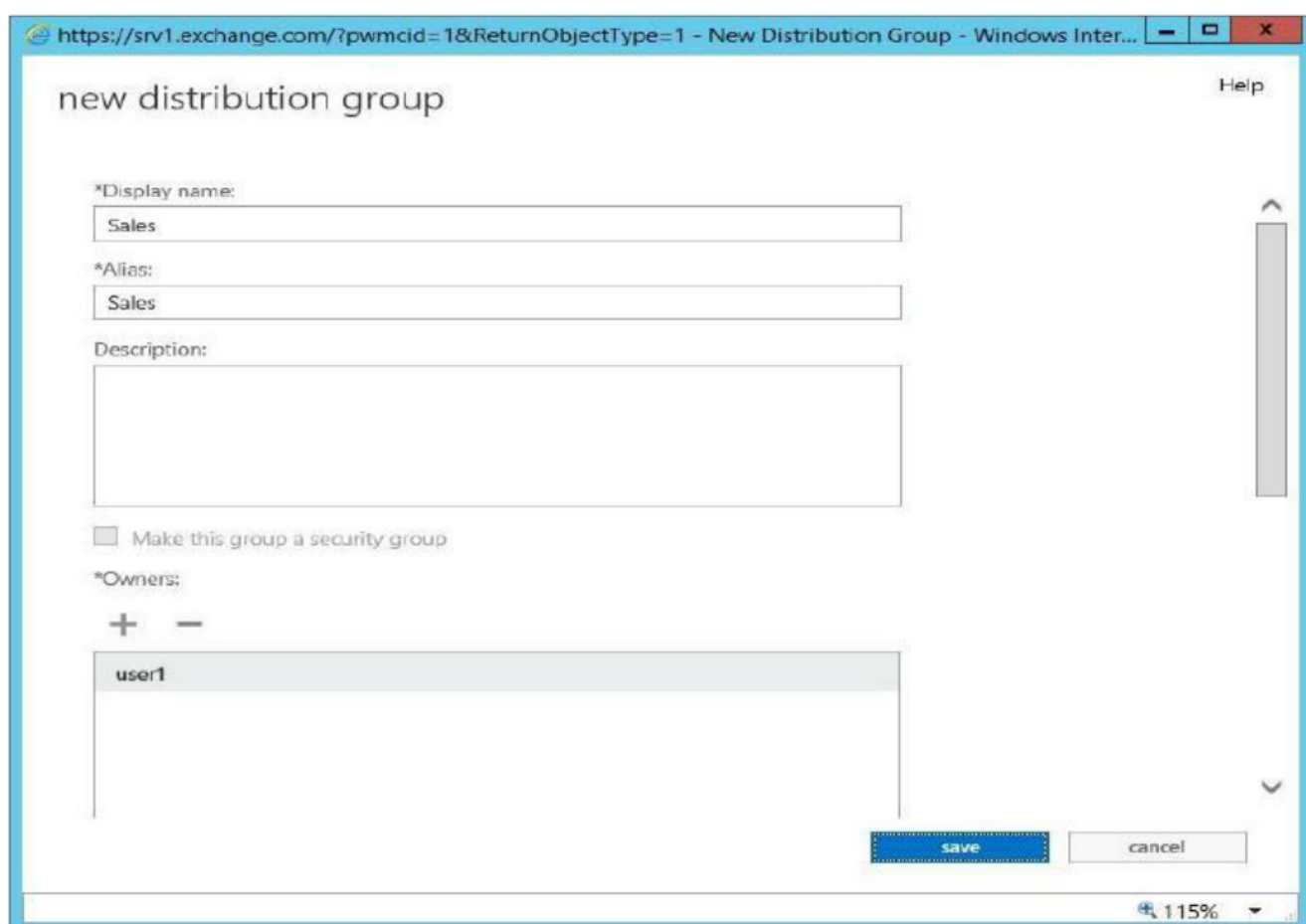


## Verification:

- Log in as user (Ex: **User1**) in **ECP**→select **Groups**→click **New**



- Enter group name (Ex: **Sales**)→click **Save**



## Lab – 17: Creating Outlook Web App Mailbox Policy

### Objective:

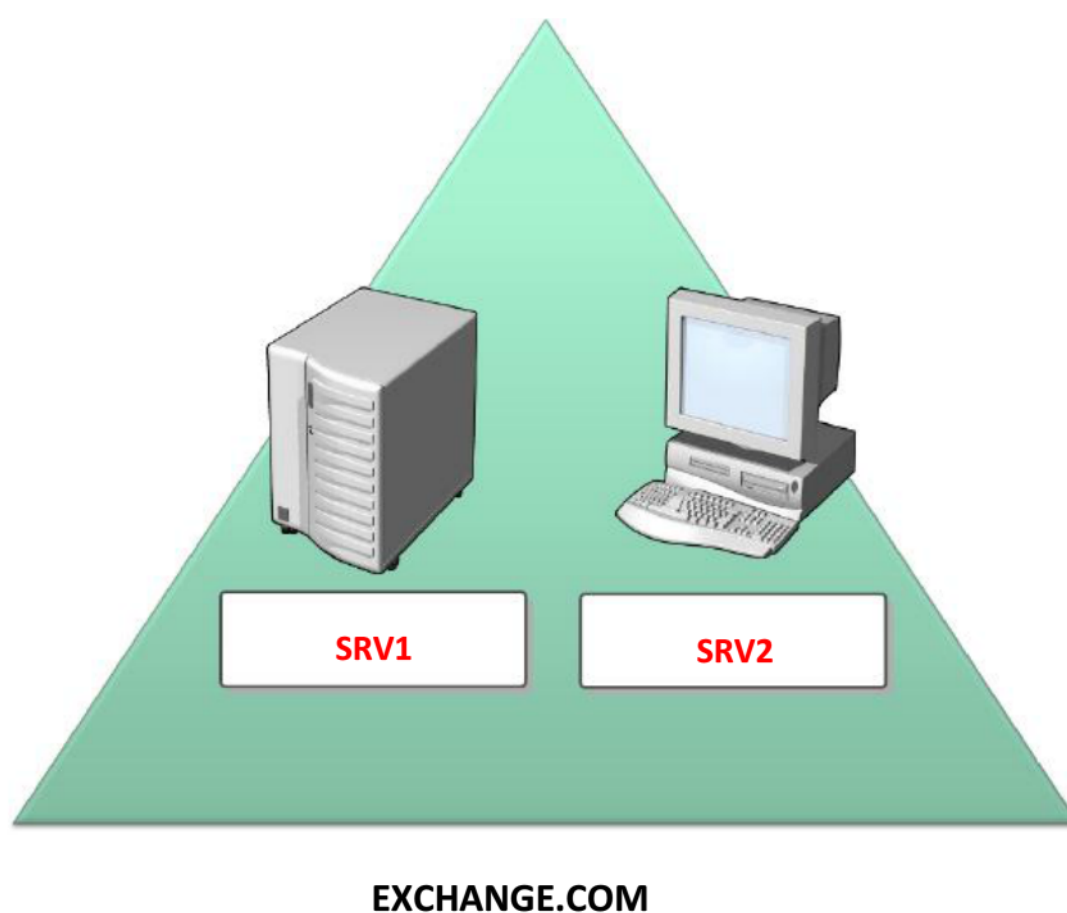
To create a new Outlook Web App Policy for a Mailbox Enabled User

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

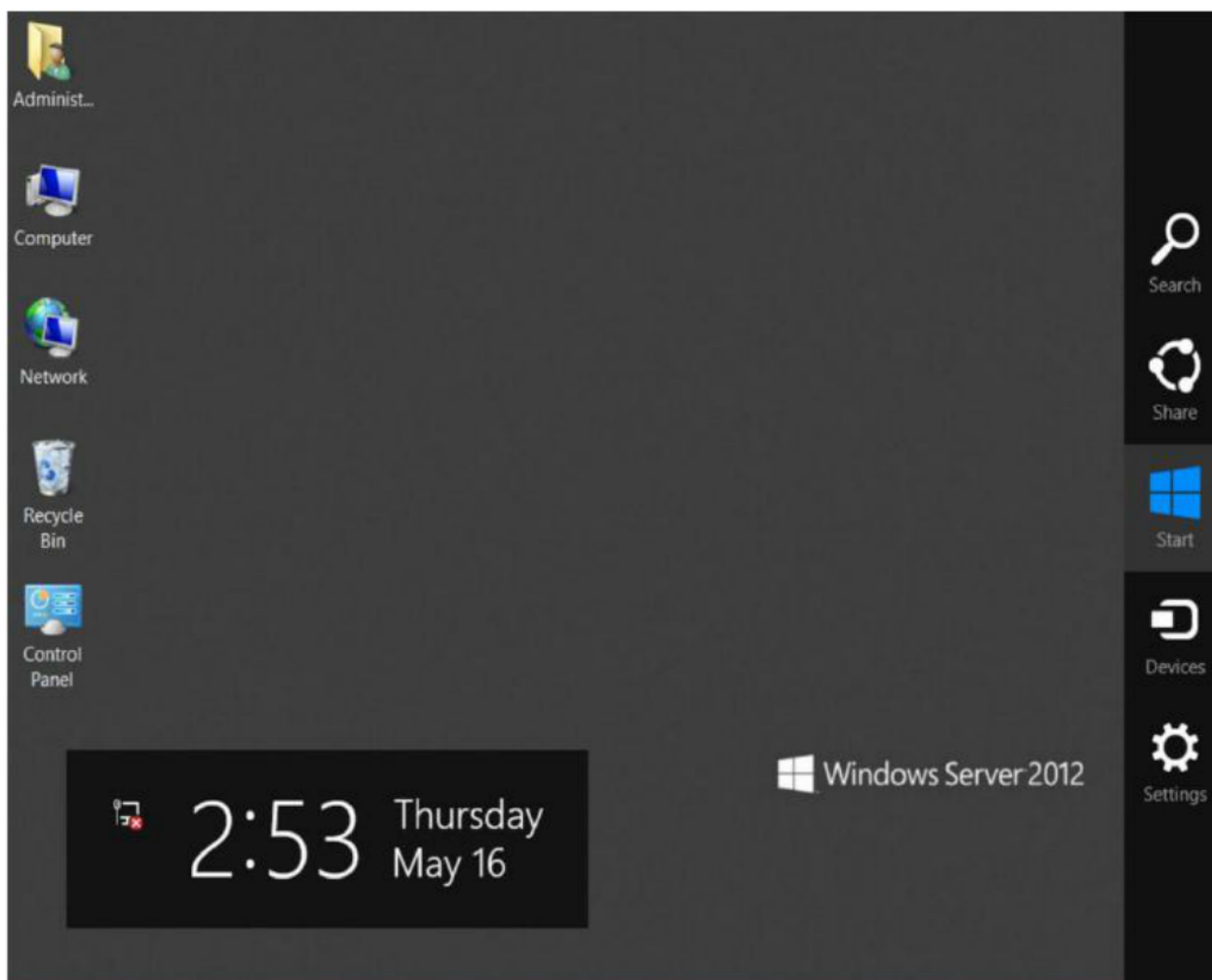
##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

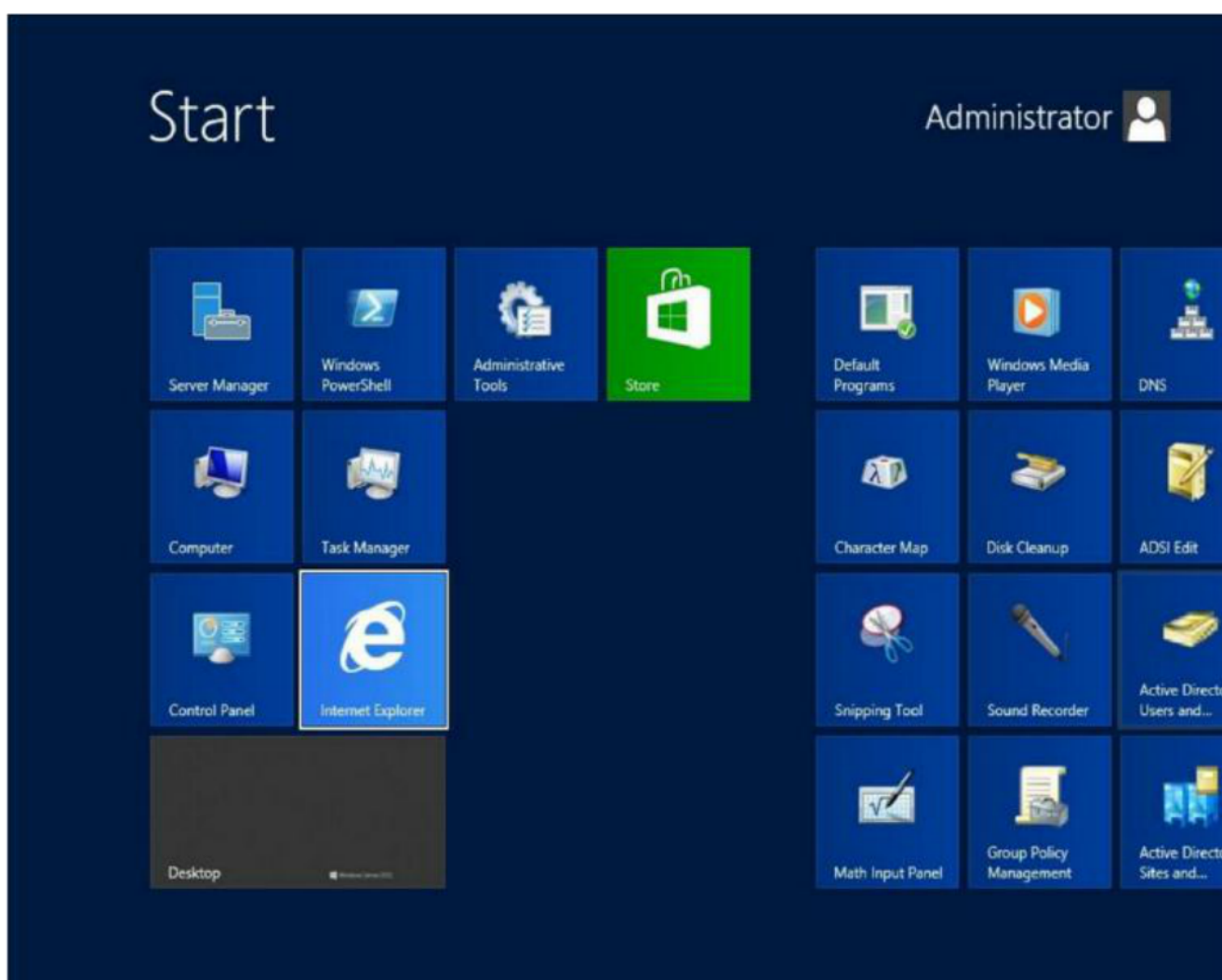


**Steps:**

- **Start**



- **Open Internet Explorer**

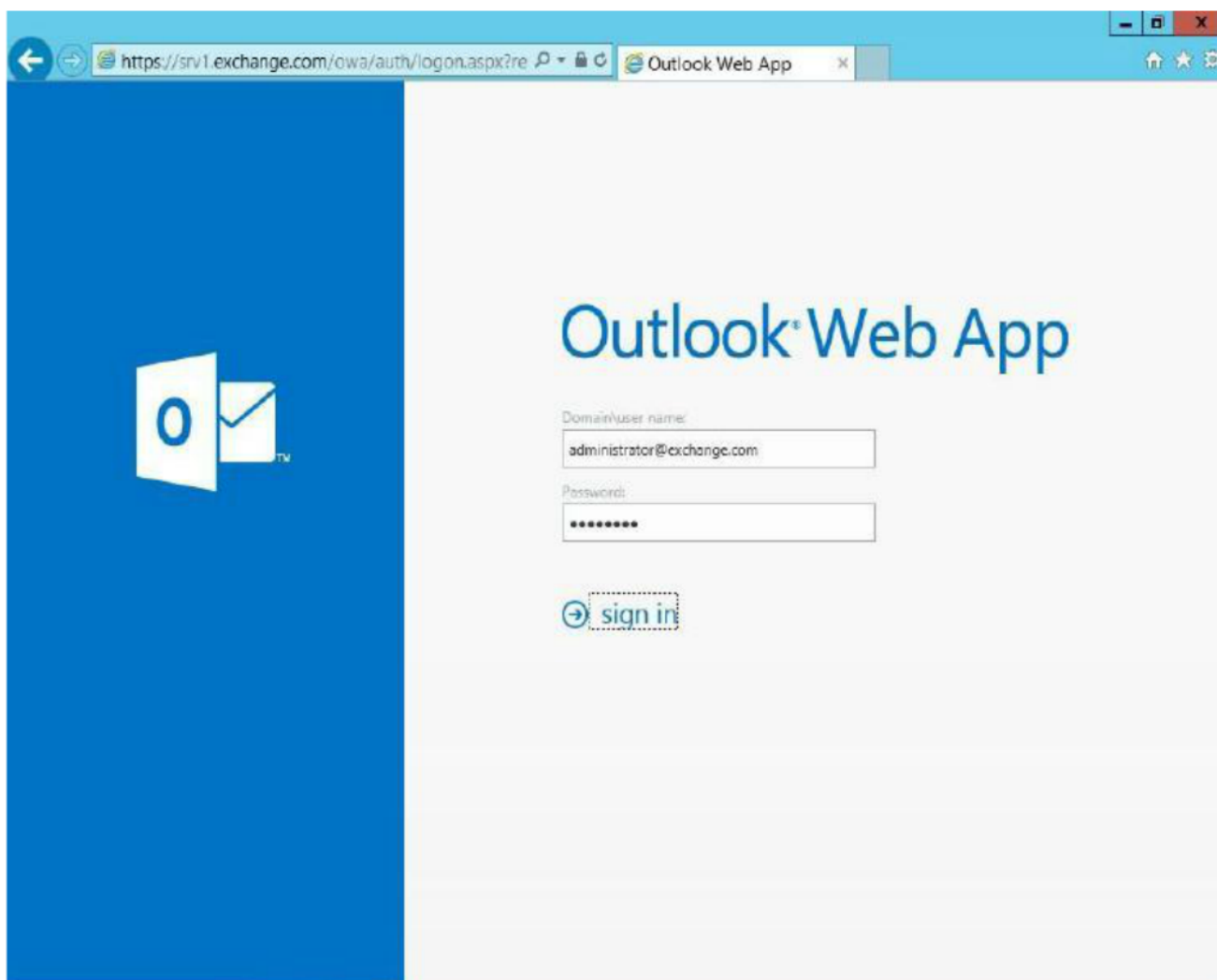




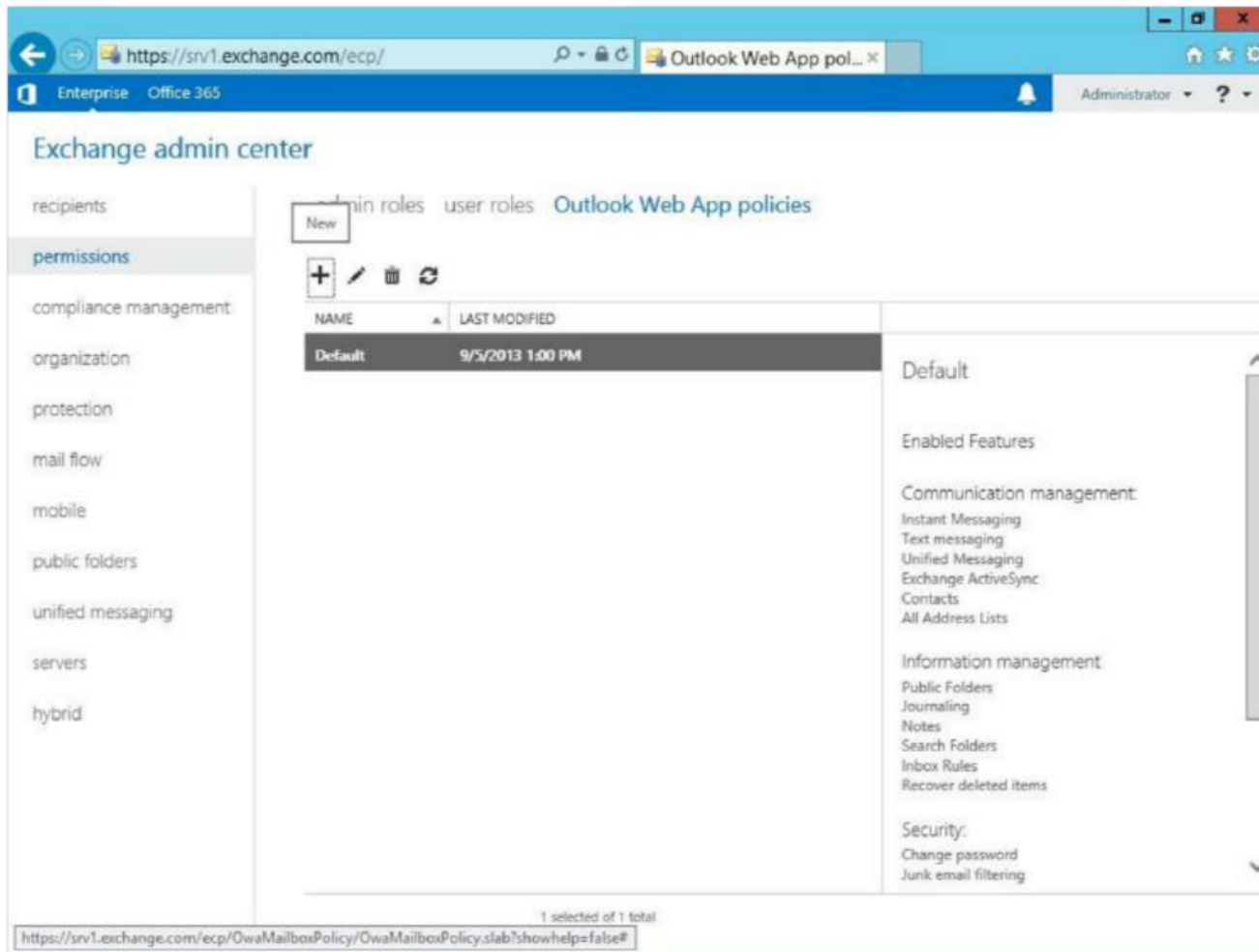
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



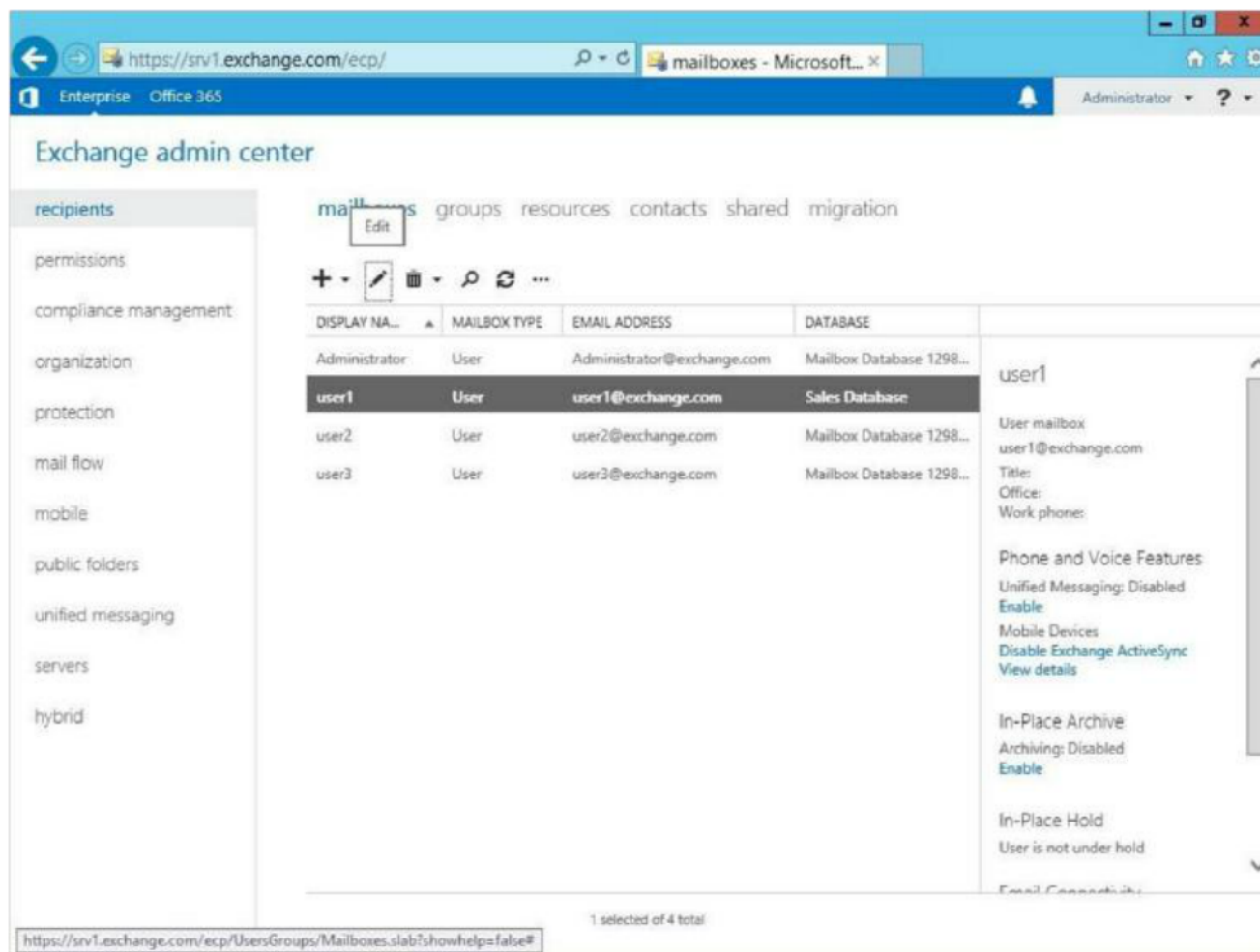
- In **Exchange Admin Center**→select **Permissions**→select **Outlook Web App Policies Roles** tab→click **New**



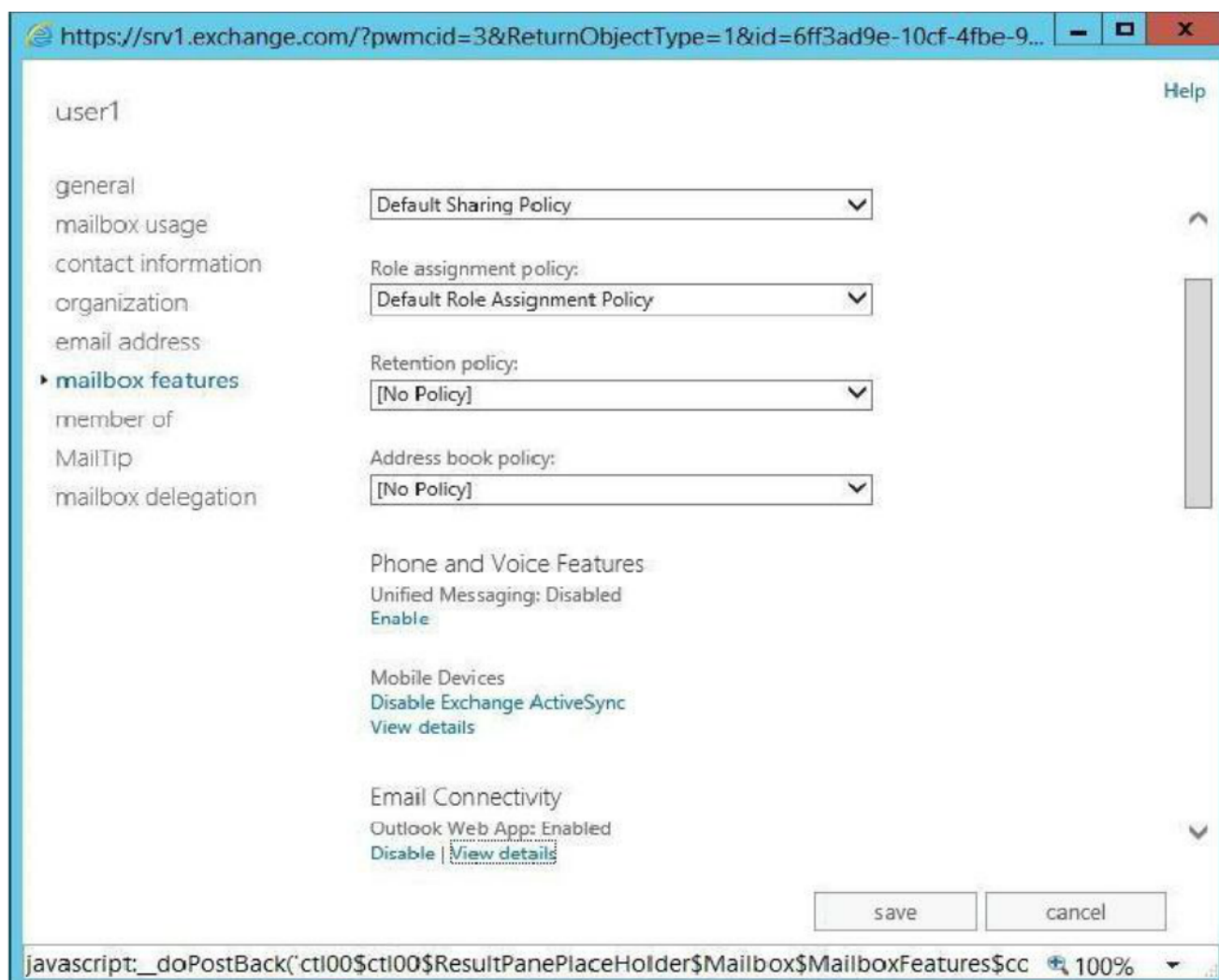
- Enter Policy Name (Ex:-**User1 Web App Policy**)→Uncheck the box **Change Password**→click **Save**



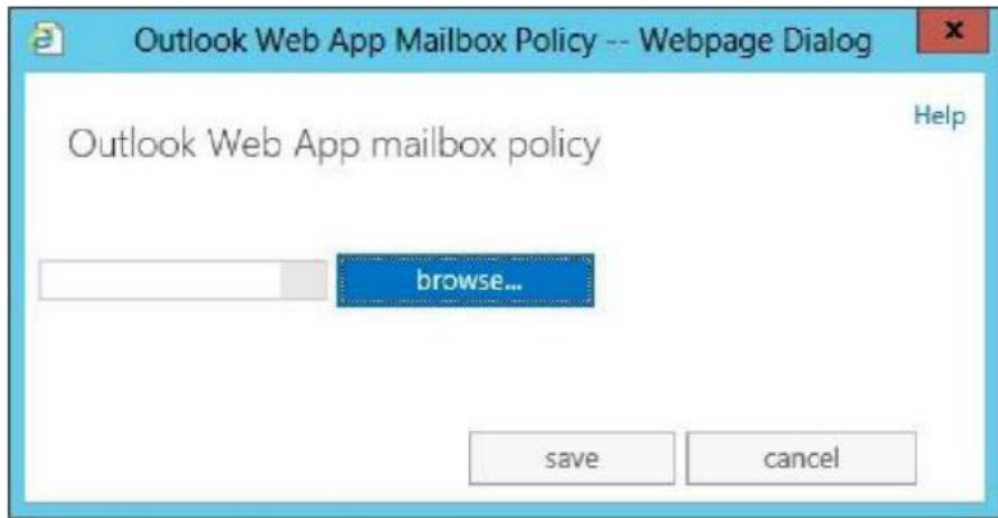
- Select **Recipients**→Select the user (Ex:-**User1**)→Click **Edit**



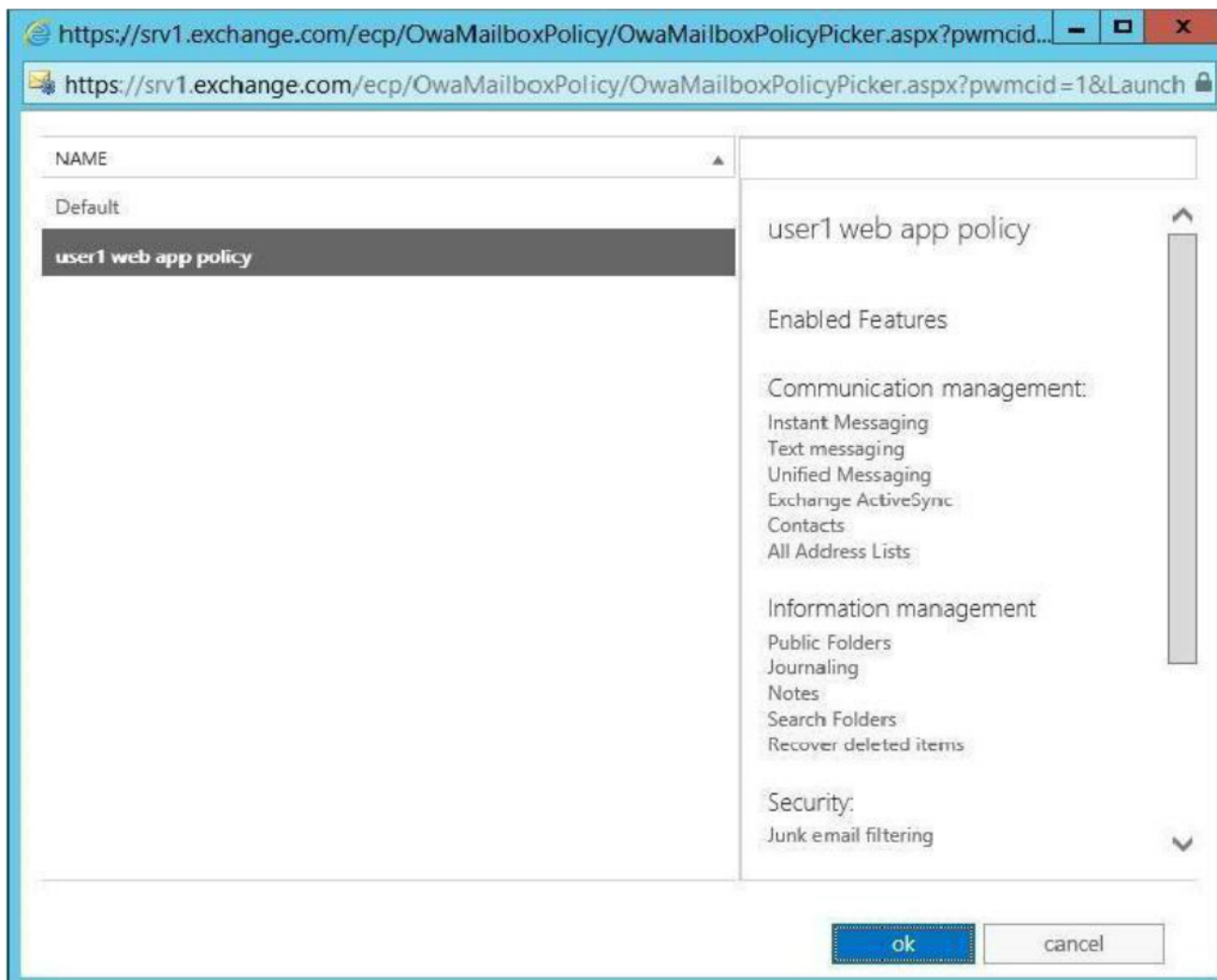
- Select **Mailbox Features**→Click **View Details in Email Connectivity**



- Click **Browse**



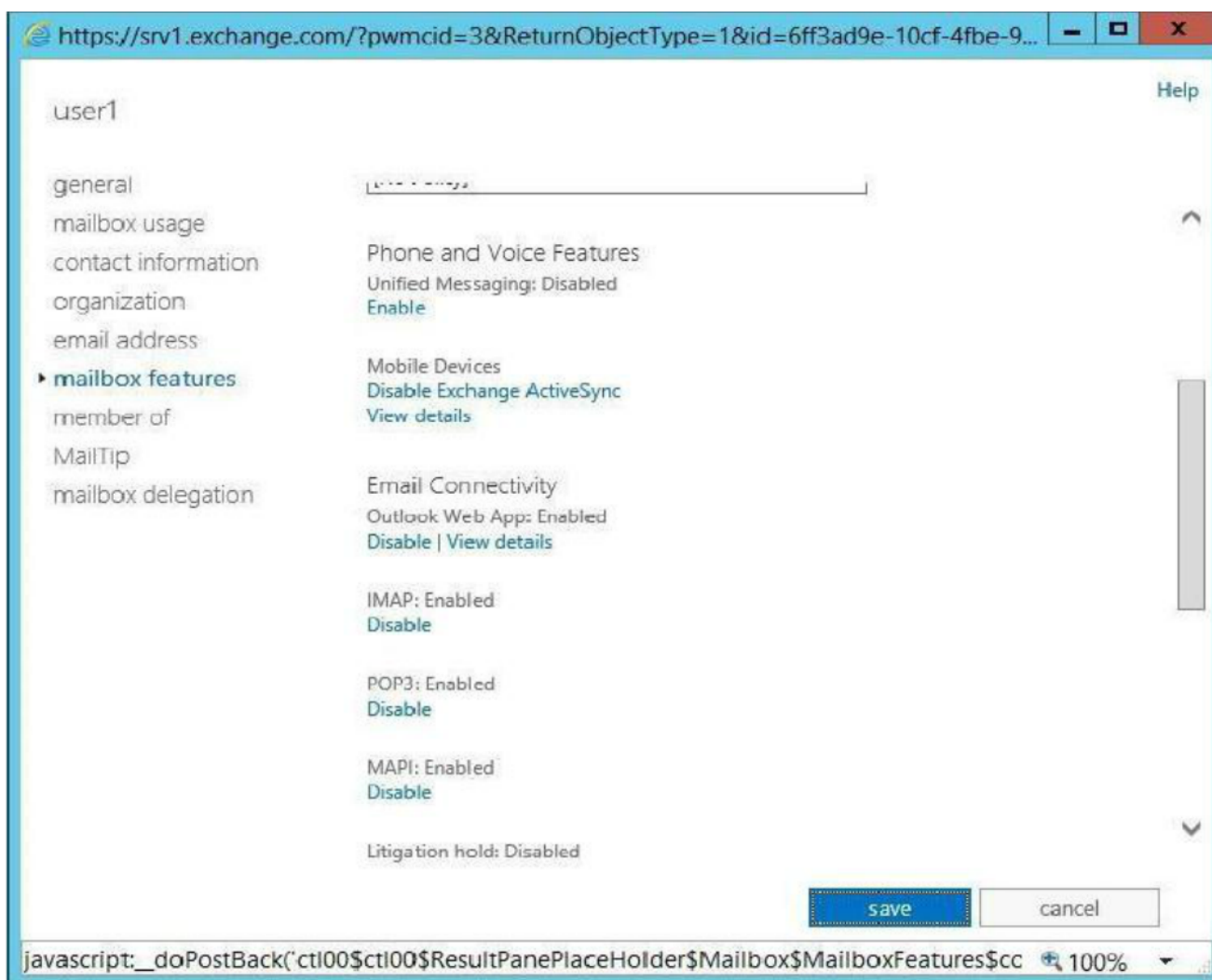
- Select **User Web App Policy**→Click **Ok**



- Click **Save**



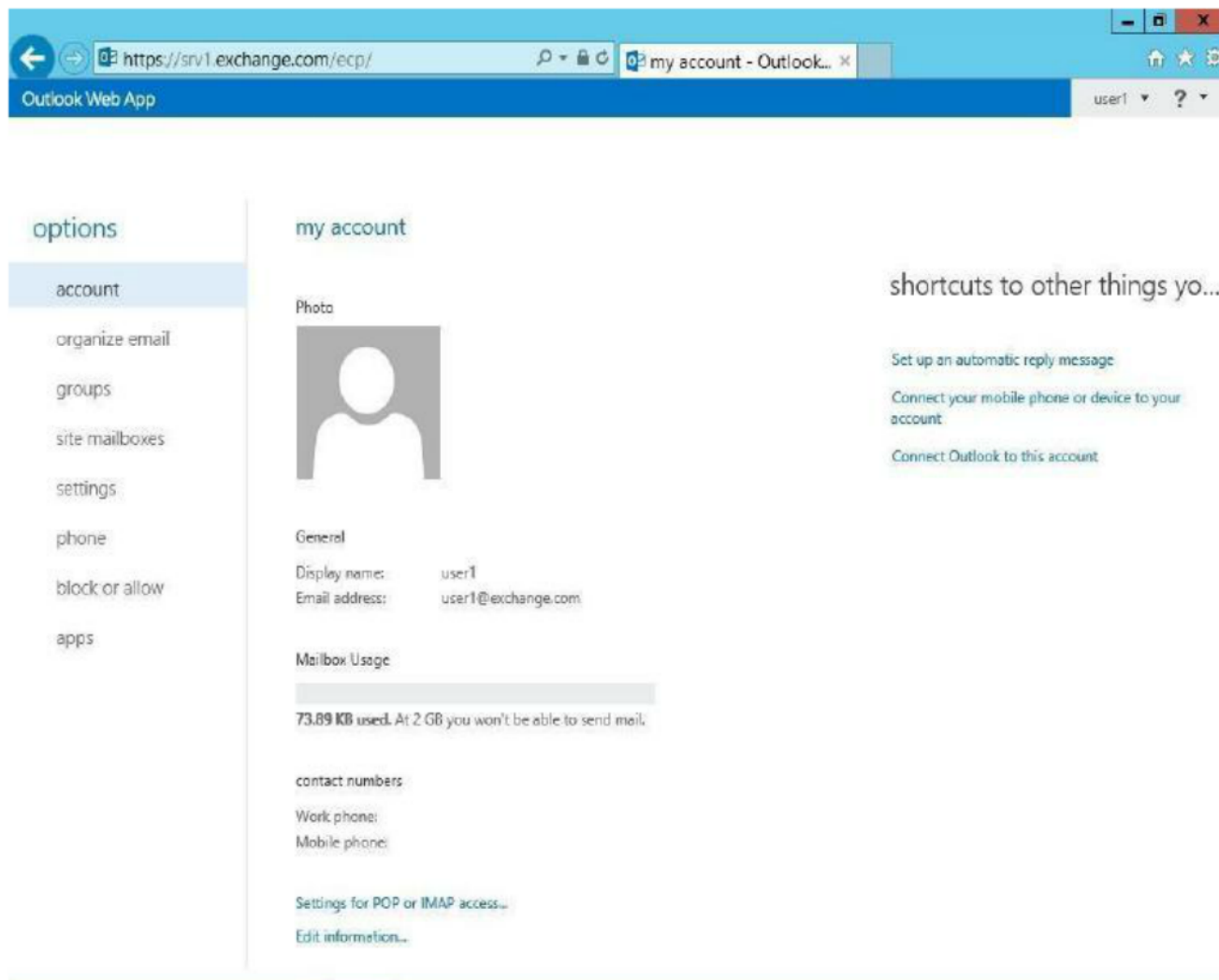
- Click **Save**





**Verification:**

- Login as **User1** in **ECP** & verify **Change Password** option is disabled



## Lab – 18: Configuring Transport Rules

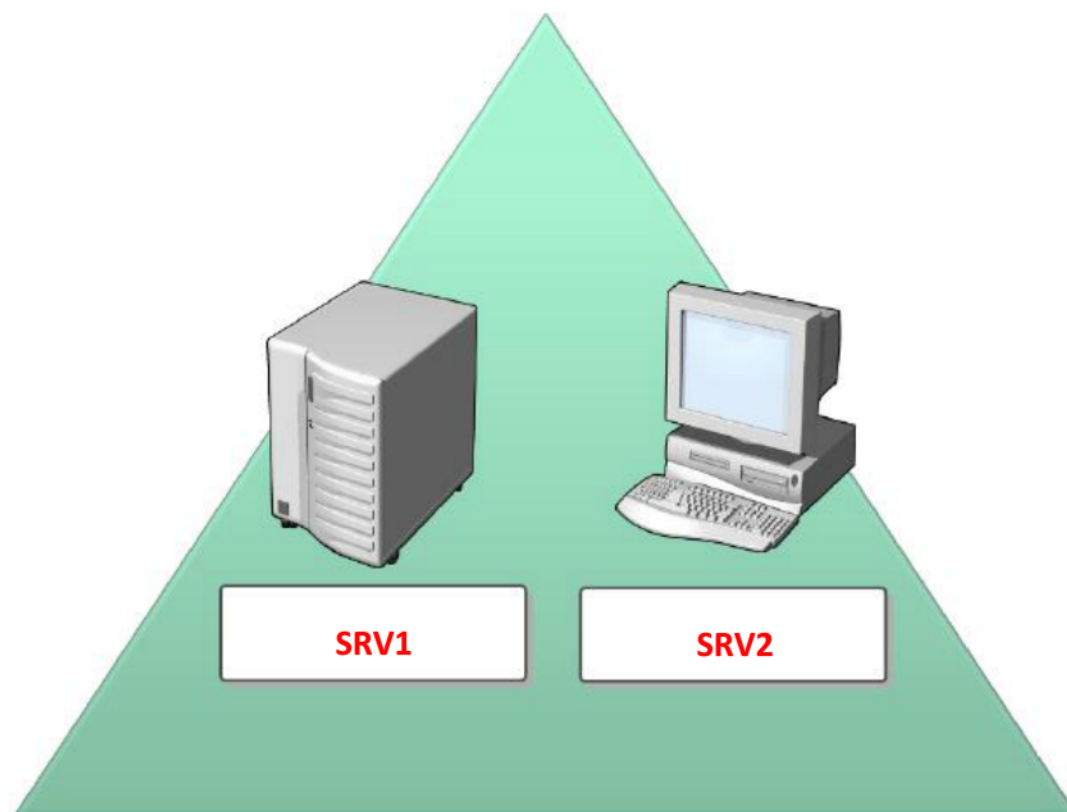
**Objective:** To track user emails for monitoring

**Pre-requisites:**

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

**Topology:**



**EXCHANGE.COM**

**SRV1**

**Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

**SRV2**

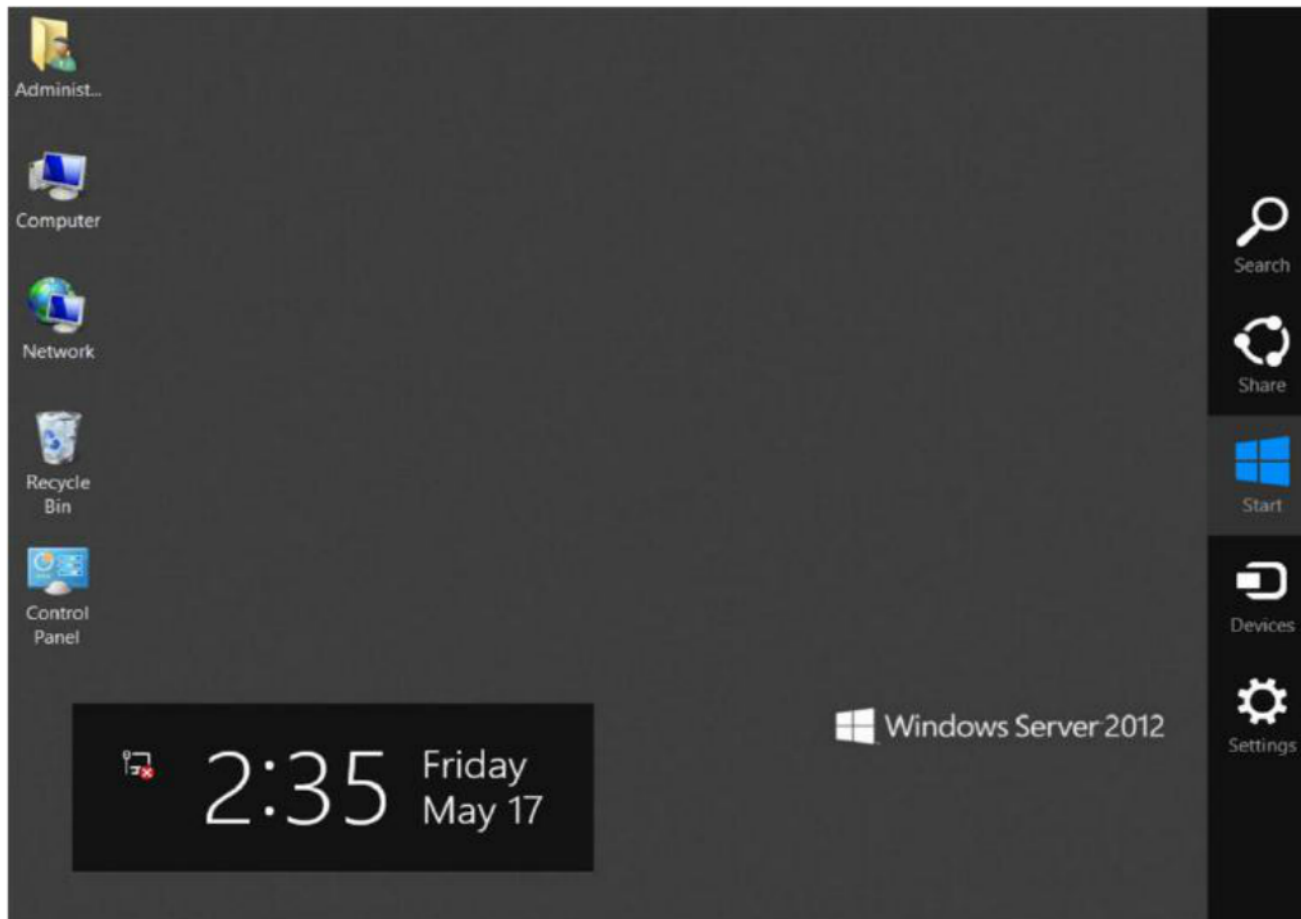
**Client**

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

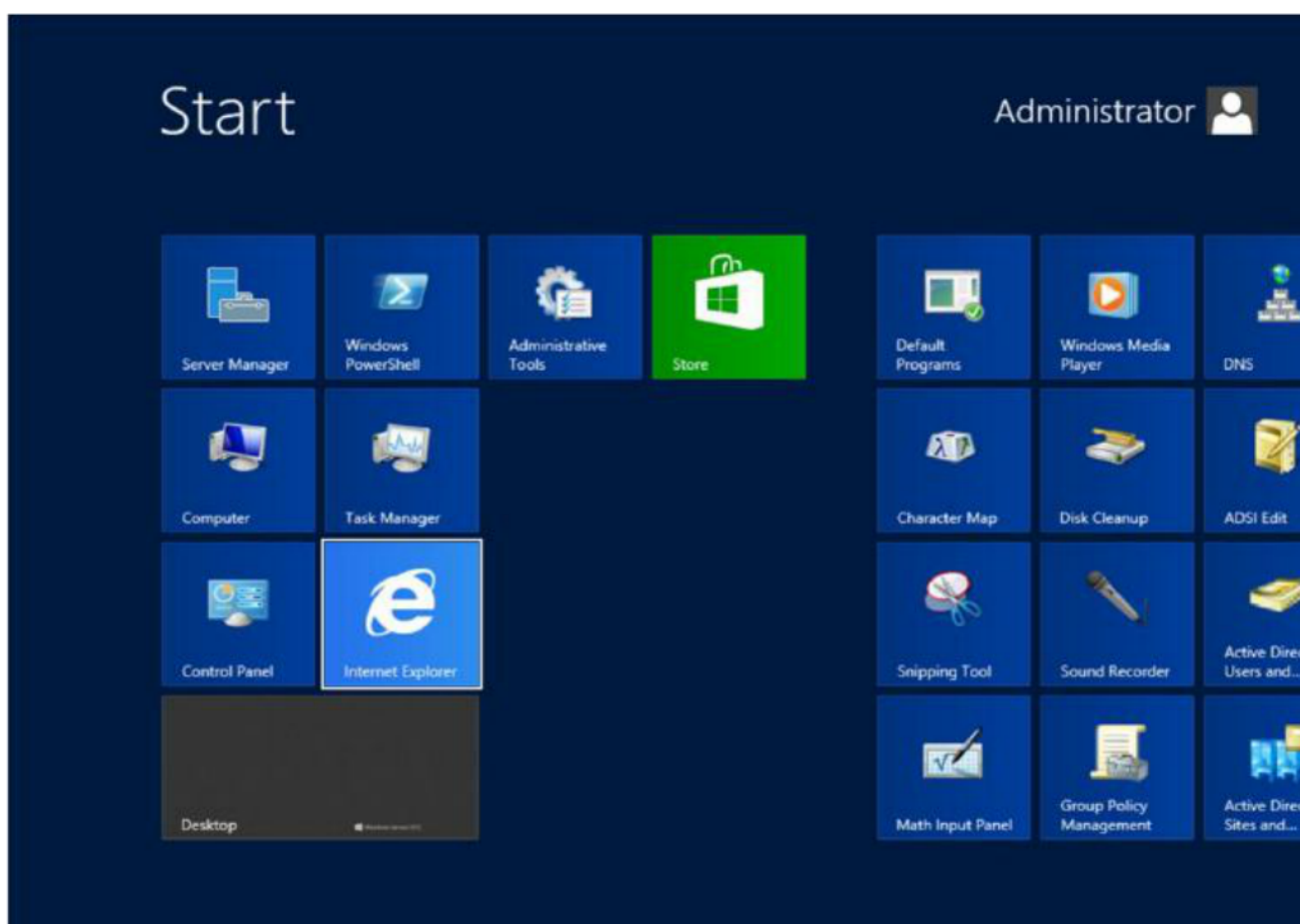


**Steps:**

- **Start**



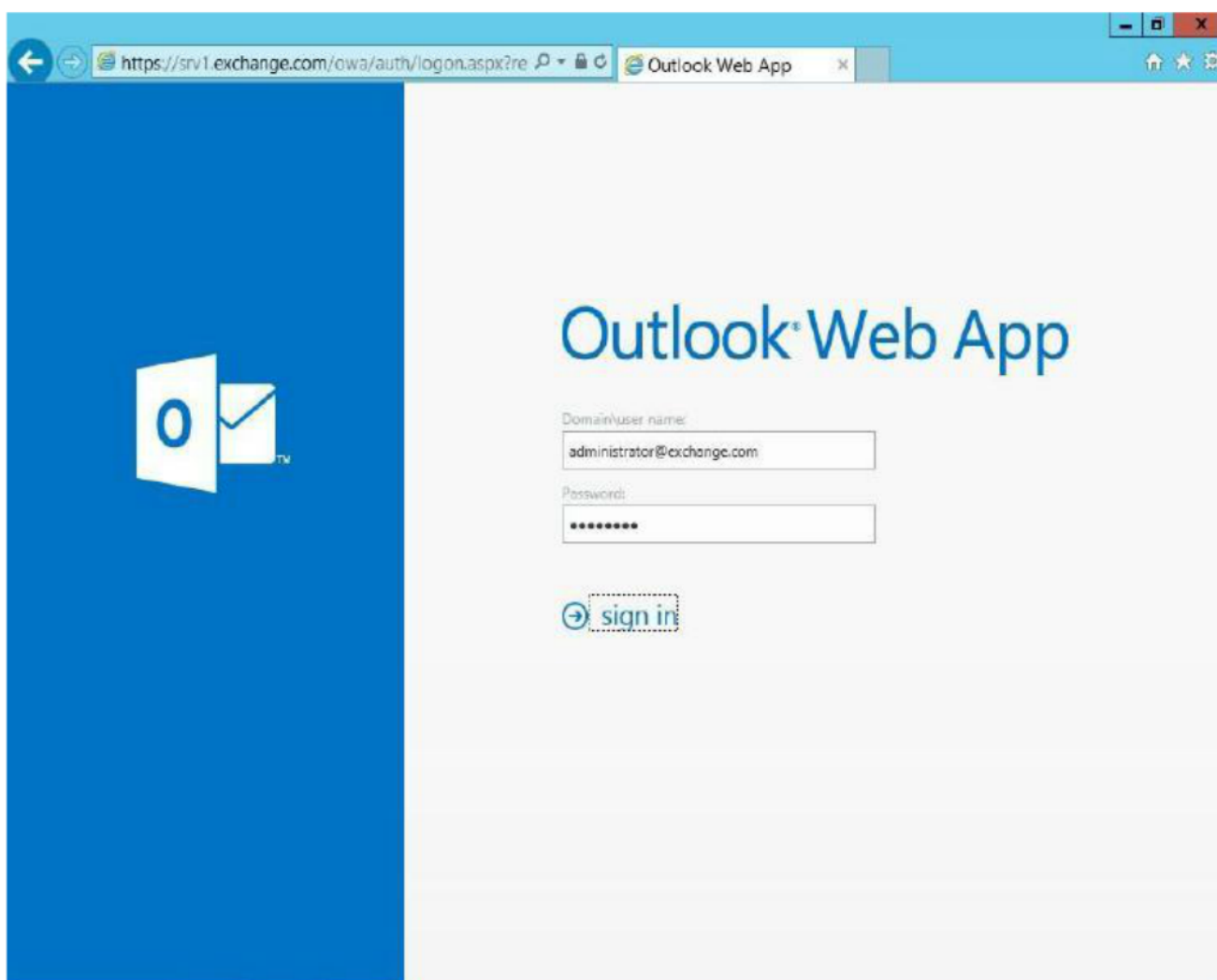
- **Open Internet Explorer**



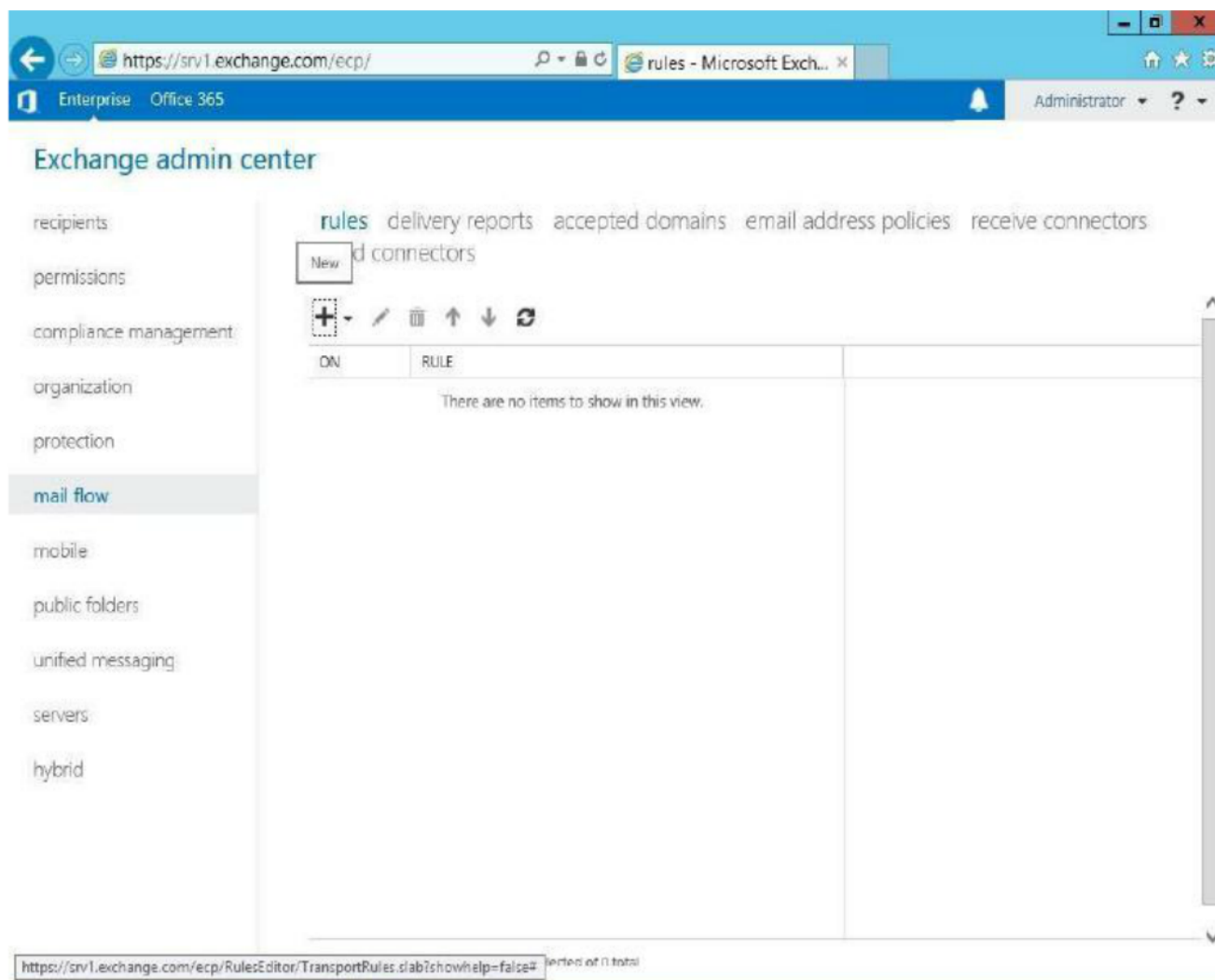
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



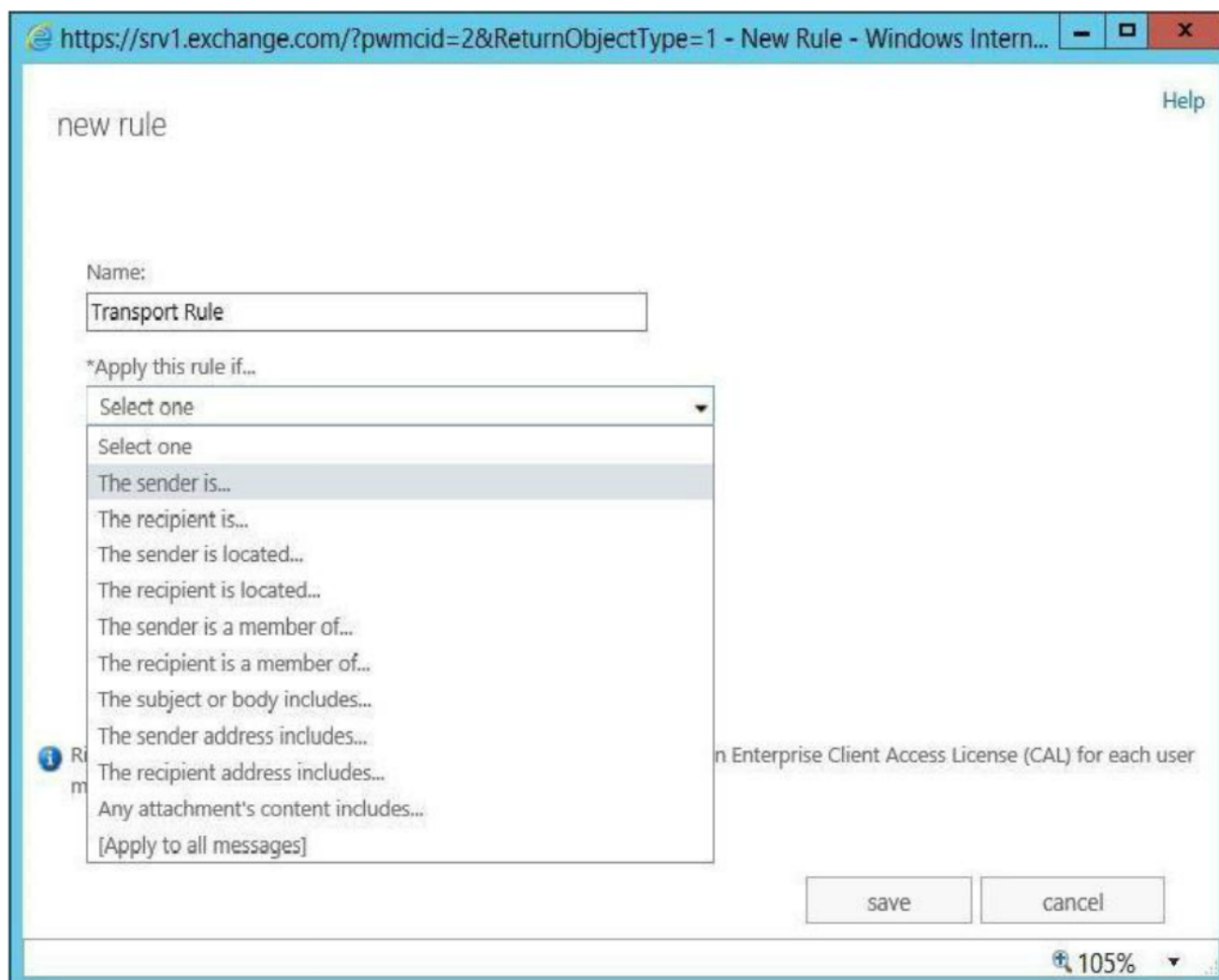
- Enter **User Name** and **Password**→click **Sign In**



- In **EAC**→select **Mail flow**→select **Rules**→click **New (+)**



- Enter Name (**Ex: Transport Rule**)→in **Apply this rule if**, expand it→select **The Sender is**





- Select Users (Ex: **User1**)→click **Add**→click **Ok**

https://srv1.exchange.com/?pwmcid=1&Launcher=...

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
md	md@exchange.com
<b>user1</b>	<b>user1@exchange.com</b>
user2	user2@exchange.com
user3	user3@exchange.com

1 selected of 5 total

Select a user from the list and click Add. To add recipients who aren't on the list, type their email addresses and click Check names.

add -> user1 [remove];

check names

ok cancel

- In Do the following, expand it→select **BCC** the message to

https://srv1.exchange.com/?pwmcid=2&ReturnObjectType=1 - New Rule - Windows Intern...

new rule

Name: Transport Rule

\*Apply this rule if...  
The sender is... 'user1'

\*Do the following...  
Select one  
Select one  
Forward the message for approval to...  
Redirect the message to...  
Reject the message with the explanation...  
Delete the message without notifying anyone  
Bcc the message to...  
Append the disclaimer...

save cancel

105%

- Click **Select People**

new rule

Name:  
Transport Rule

\*Apply this rule if...  
The sender is... 'user1'

\*Do the following...  
Bcc the message to... **Select people...**

[More options...](#)

**!** Rights Management Service (RMS) is a premium feature that requires an Enterprise Client Access License (CAL) for each user mailbox. [Learn more](#)

save cancel

105%

- Select User (Ex: **MD**)→click **Add**→click **OK**→click **Save**

https://srv1.exchange.com/?pwmcid=3&Launcher=...

Help

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
<b>md</b>	<b>md@exchange.com</b>
user1	user1@exchange.com
user2	user2@exchange.com
user3	user3@exchange.com

1 selected of 5 total

Select a user from the list and click Add. To add recipients who aren't on the list, type their email addresses and click Check names.

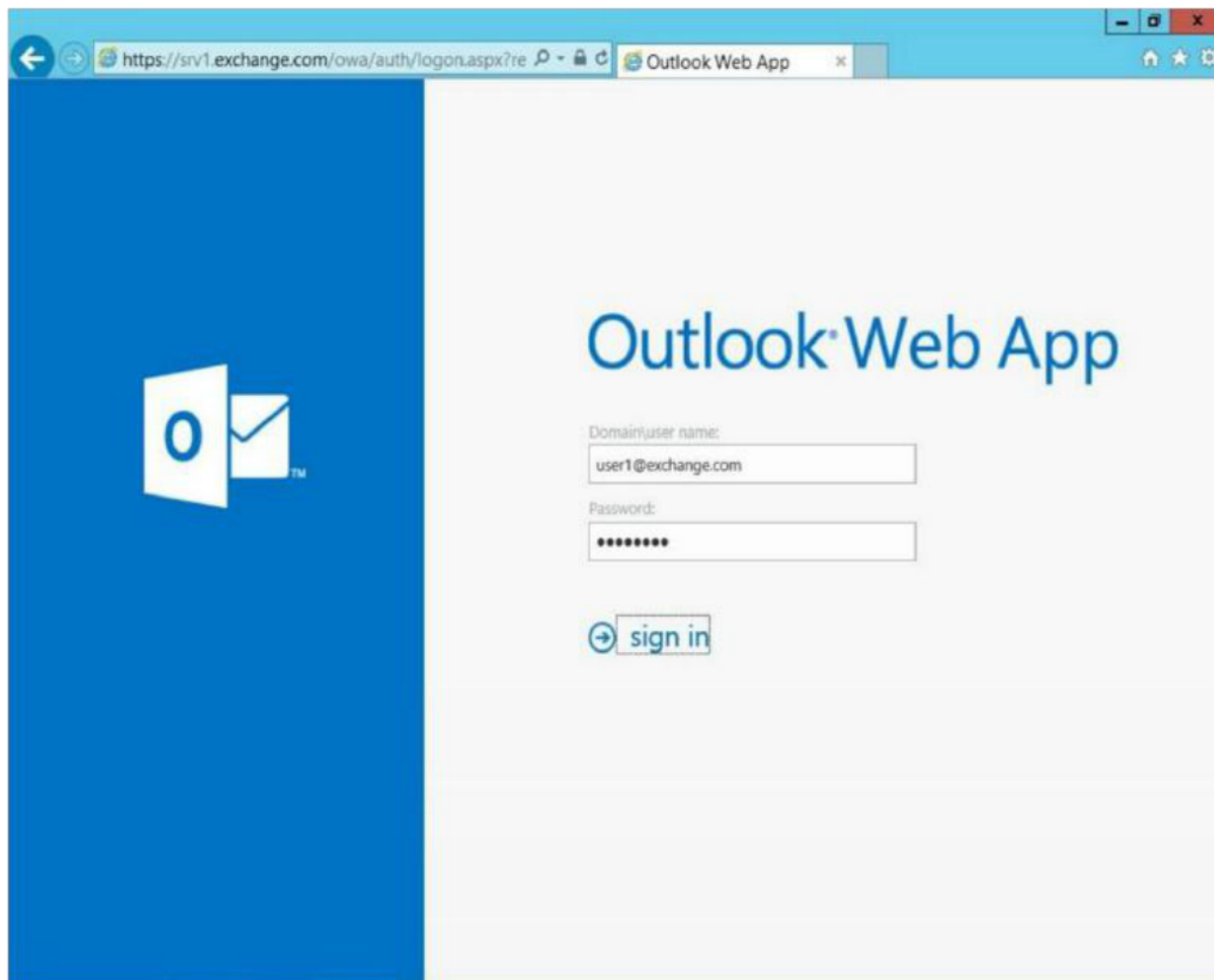
add -> md[remove];

check names

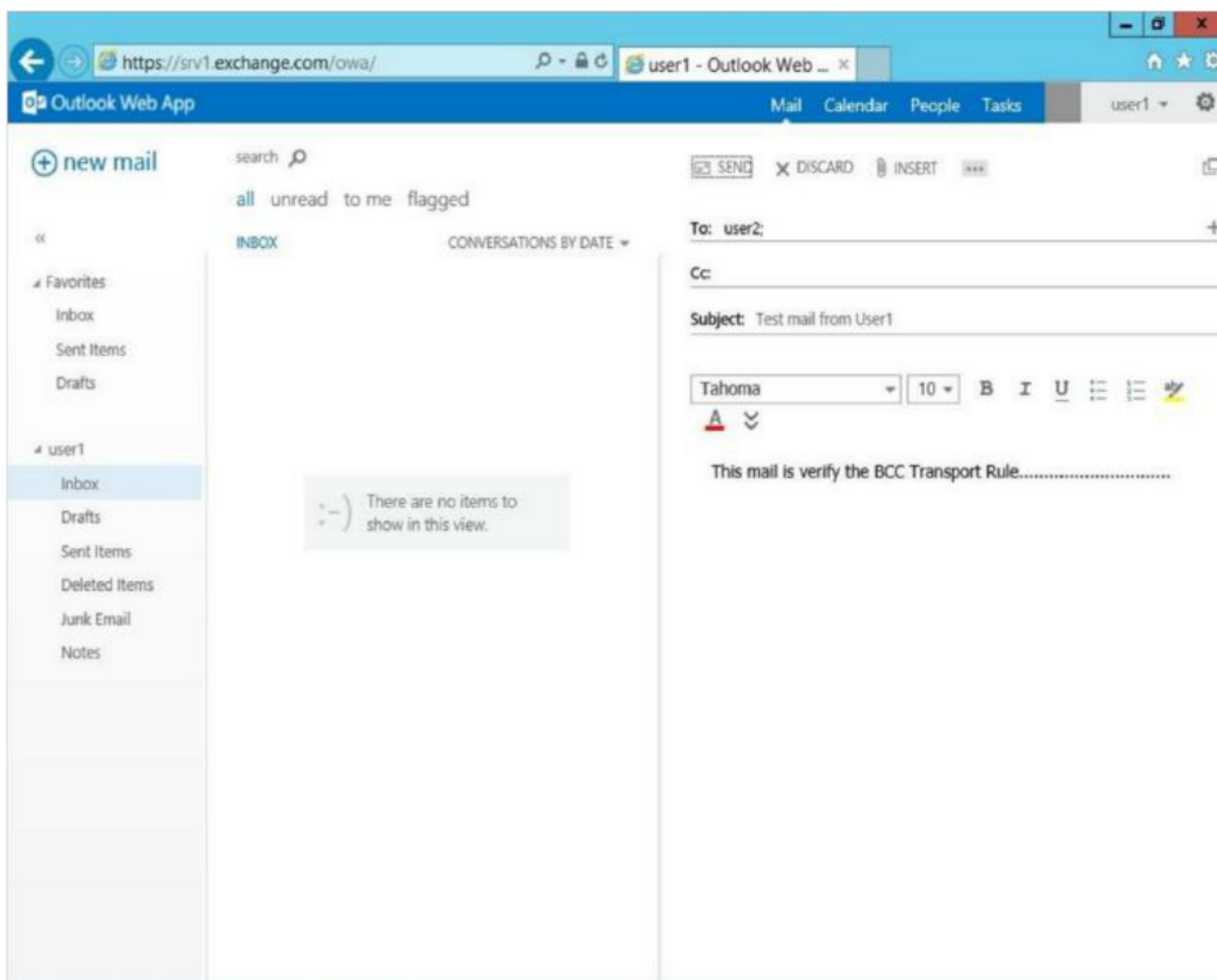
ok cancel

**Verification:**

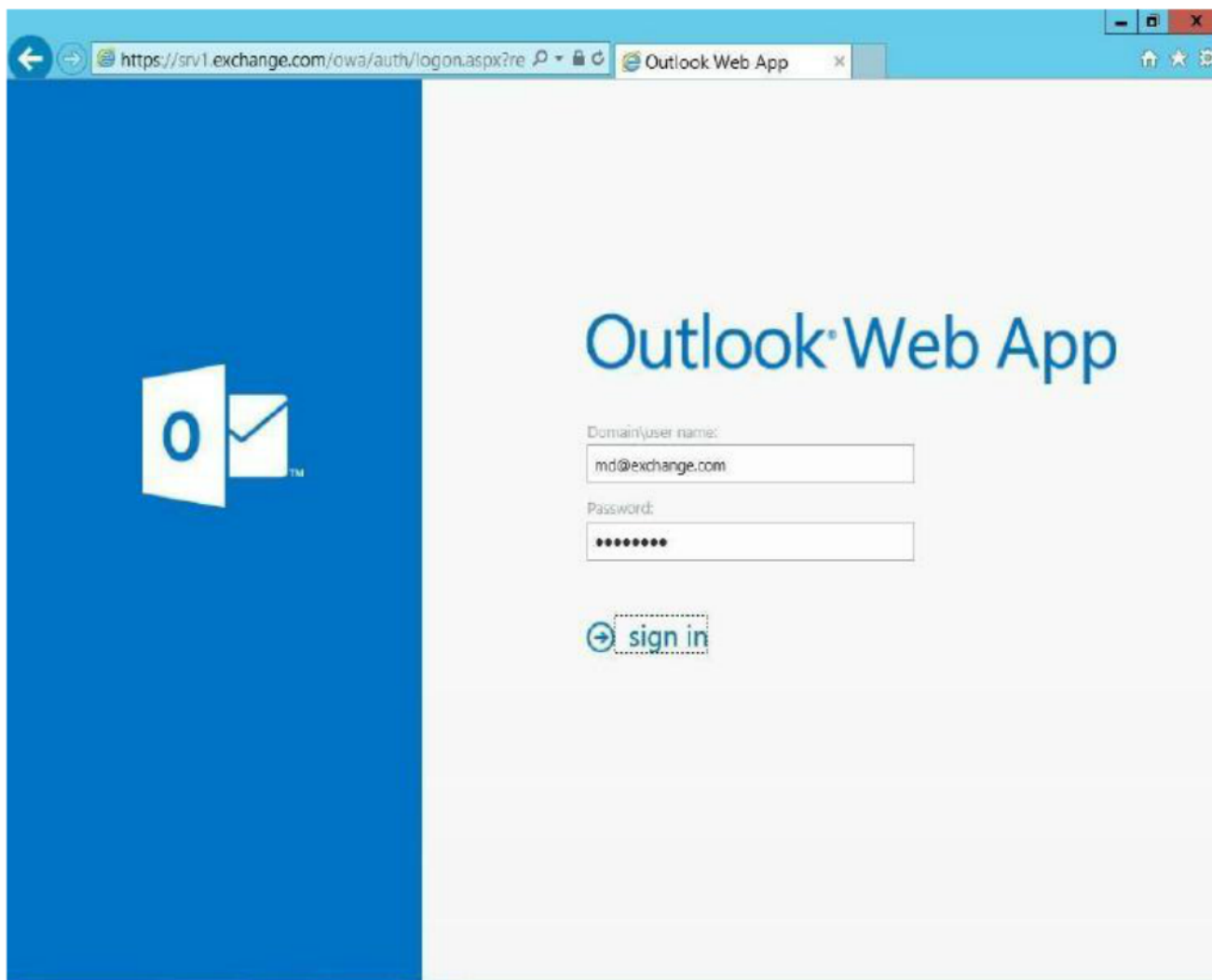
- Login as user (Ex: **user1**)



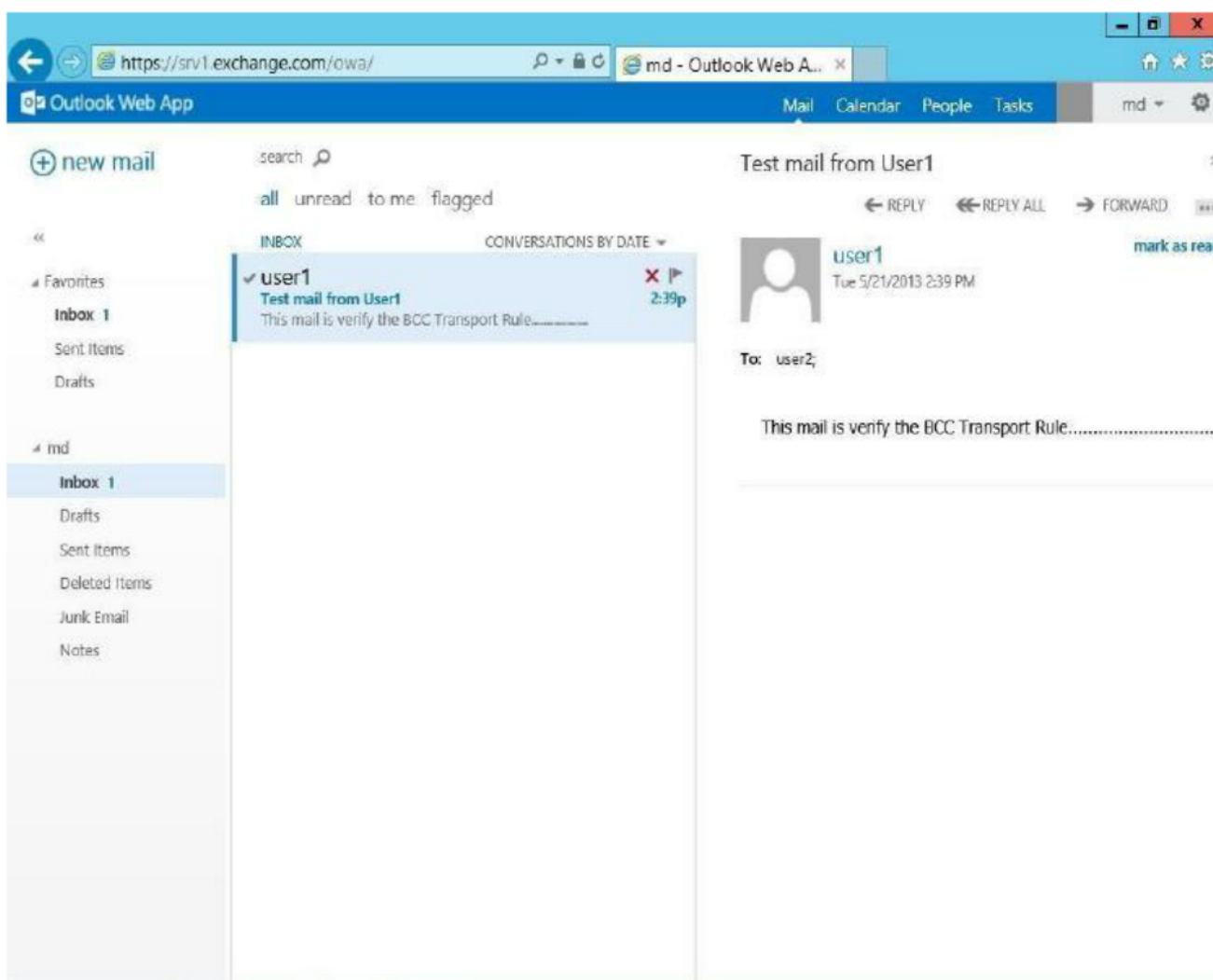
- Click **New mail**→send a message to **User2**



- Log in as to the mailbox of **MD**



- Verify for the mail sent by **User1** only to **User2** automatically received by **MD**.



## Lab – 19: Creating Delivery Reports

### Objective:

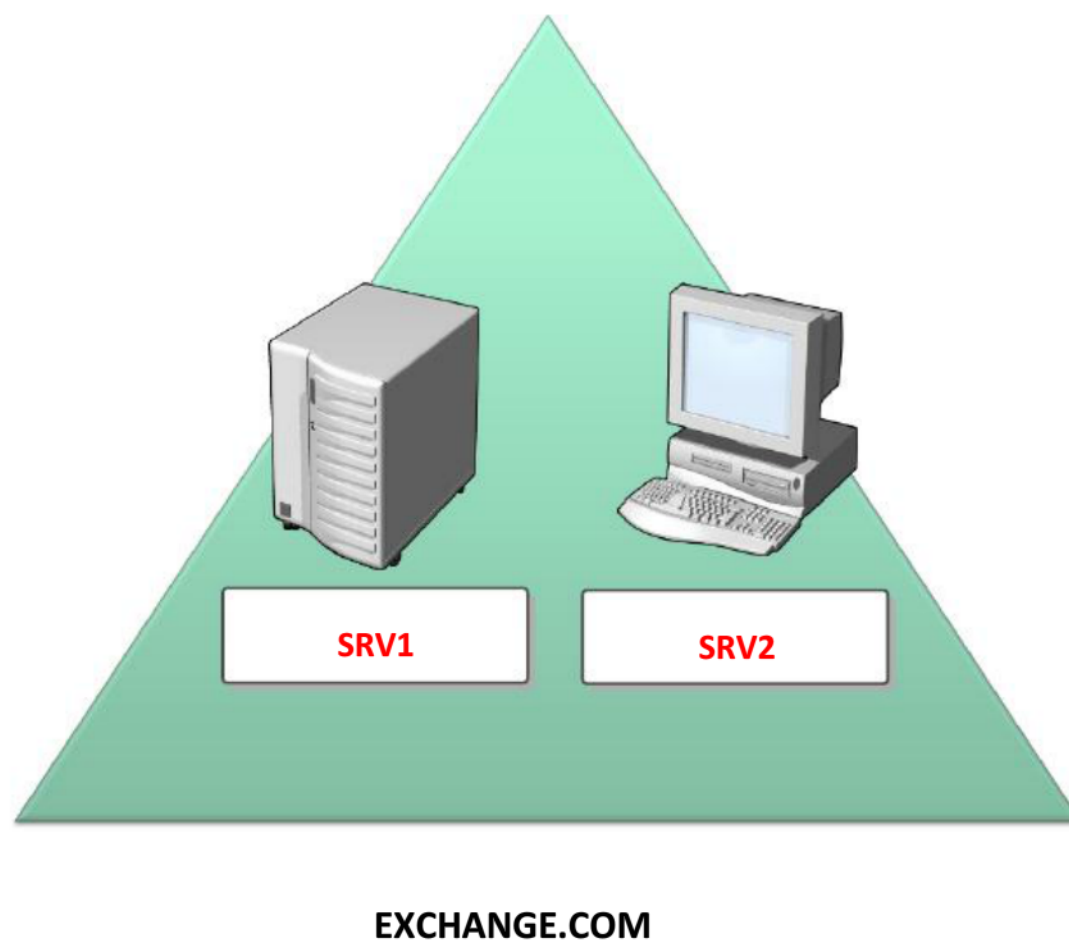
To track the user's deleted emails for monitoring

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

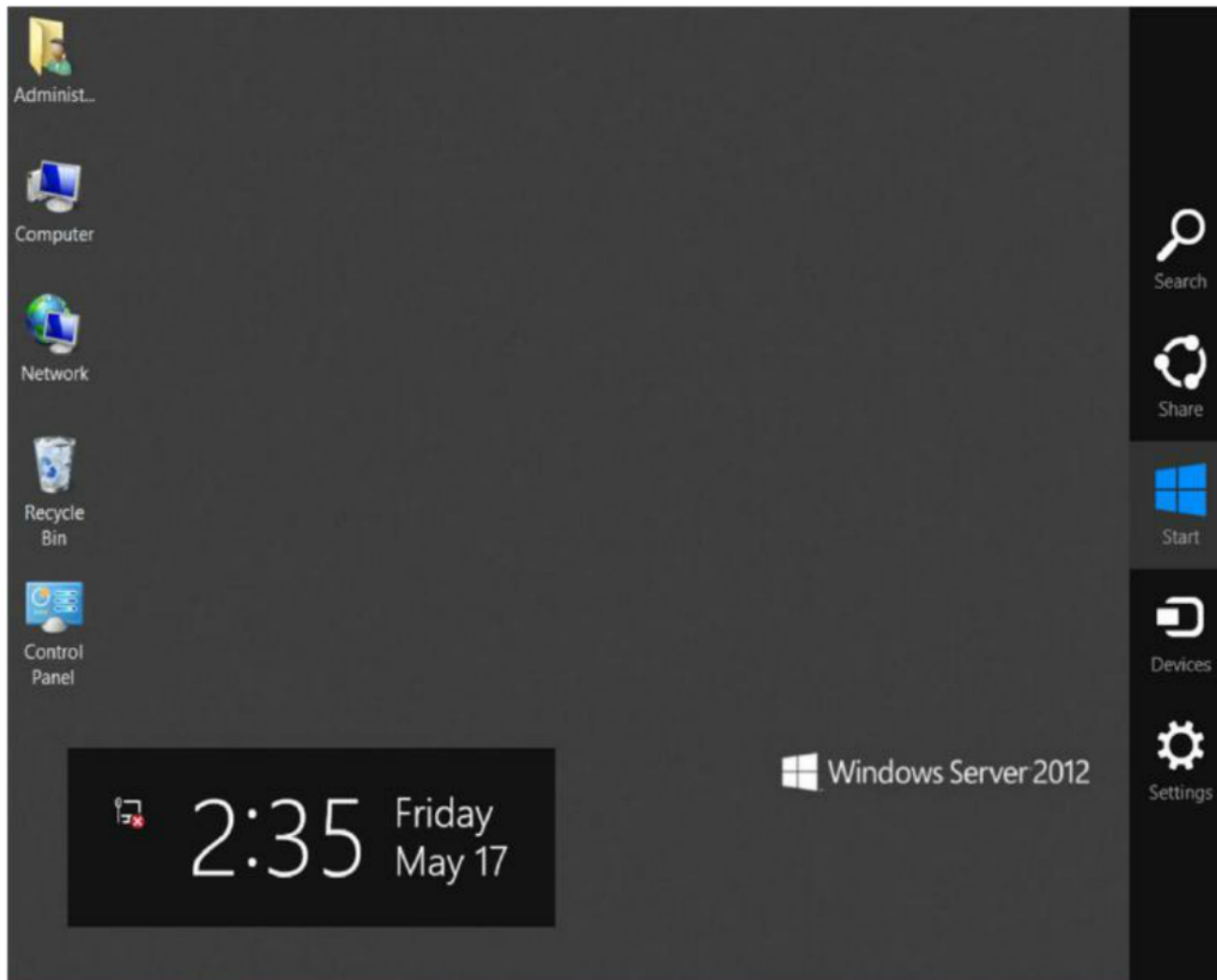
IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1



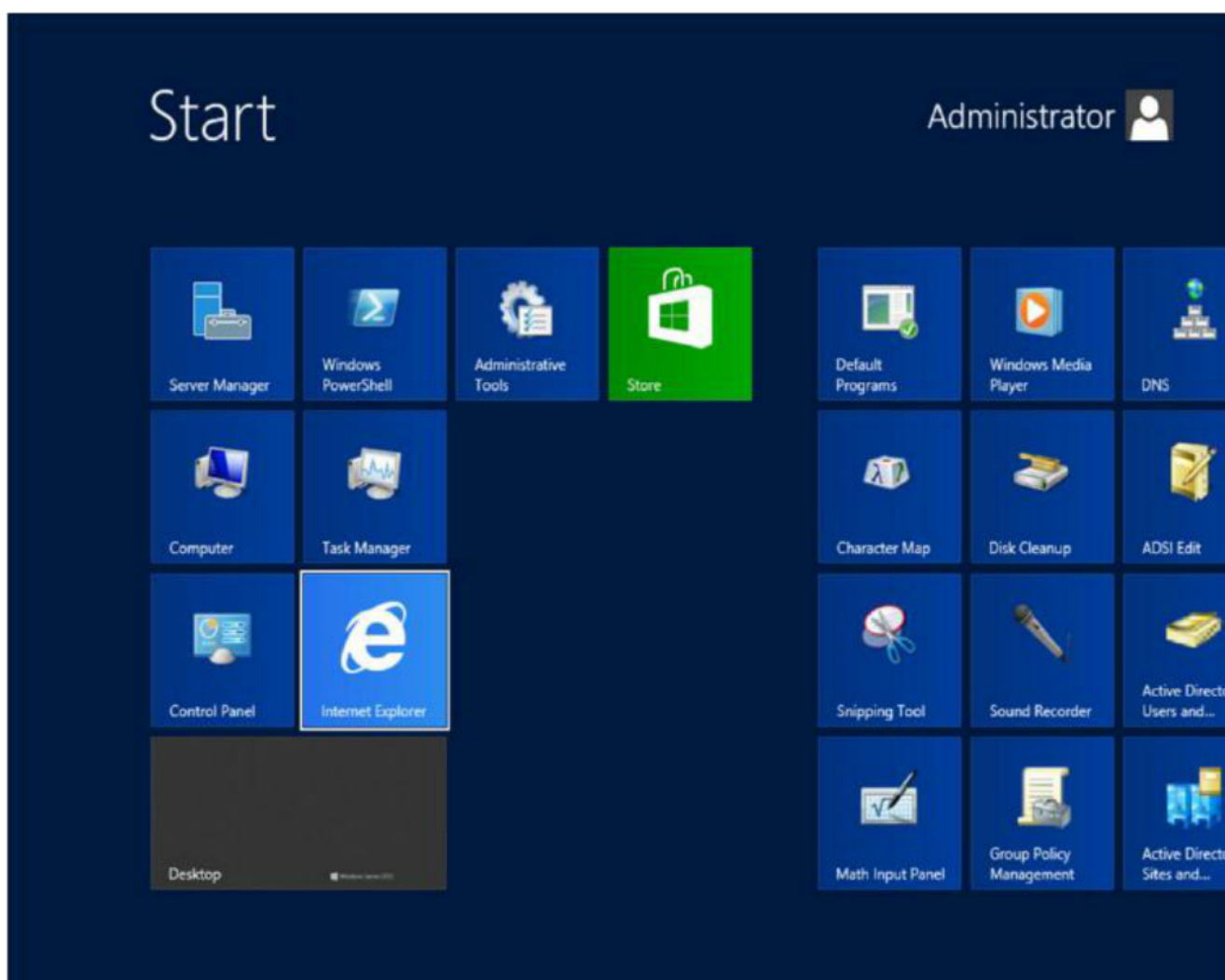


**Steps:**

- **Start**



- **Open Internet Explorer**



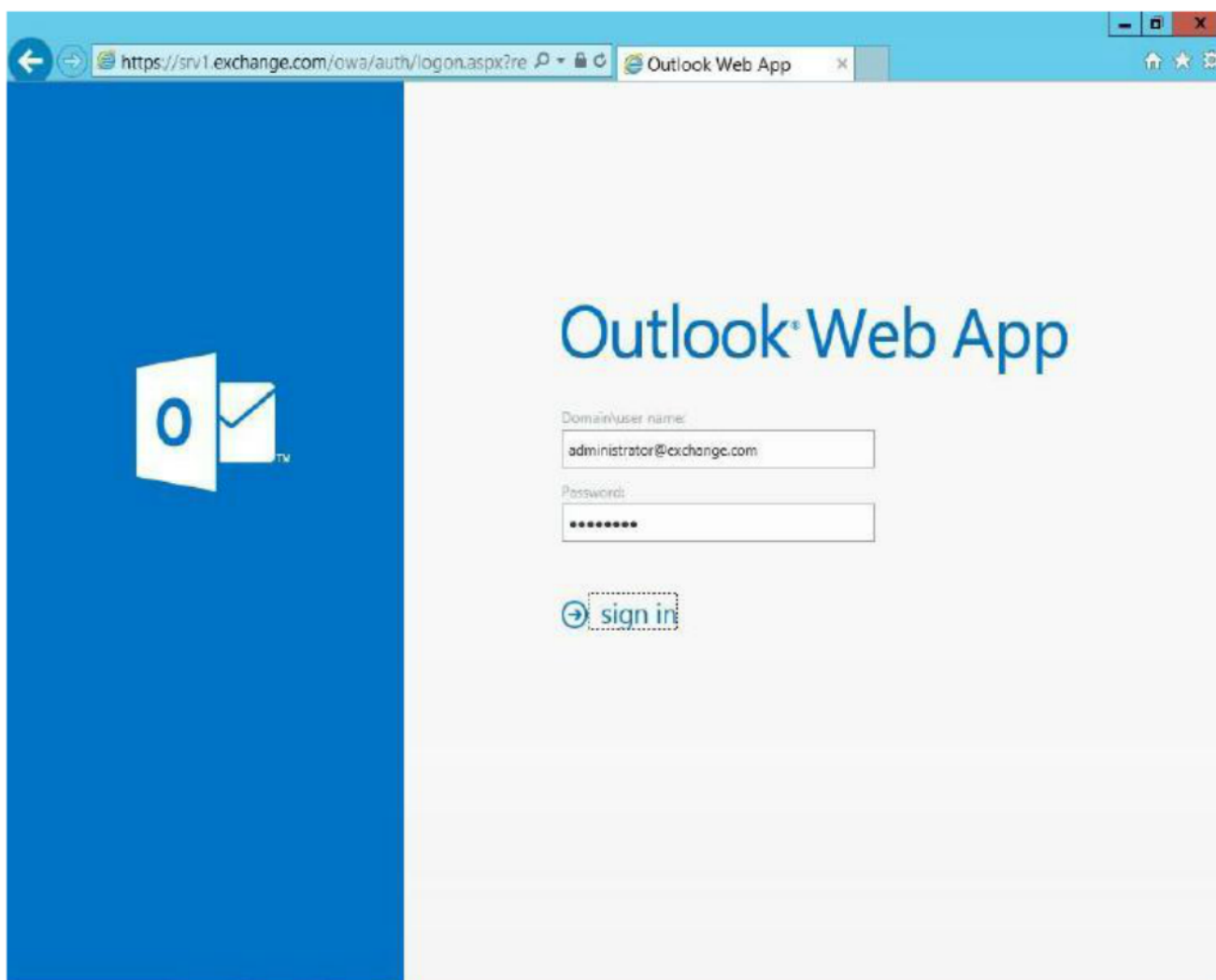
- Enter the address <https://FullyQualified Domain Name / Virtual Directory Name>



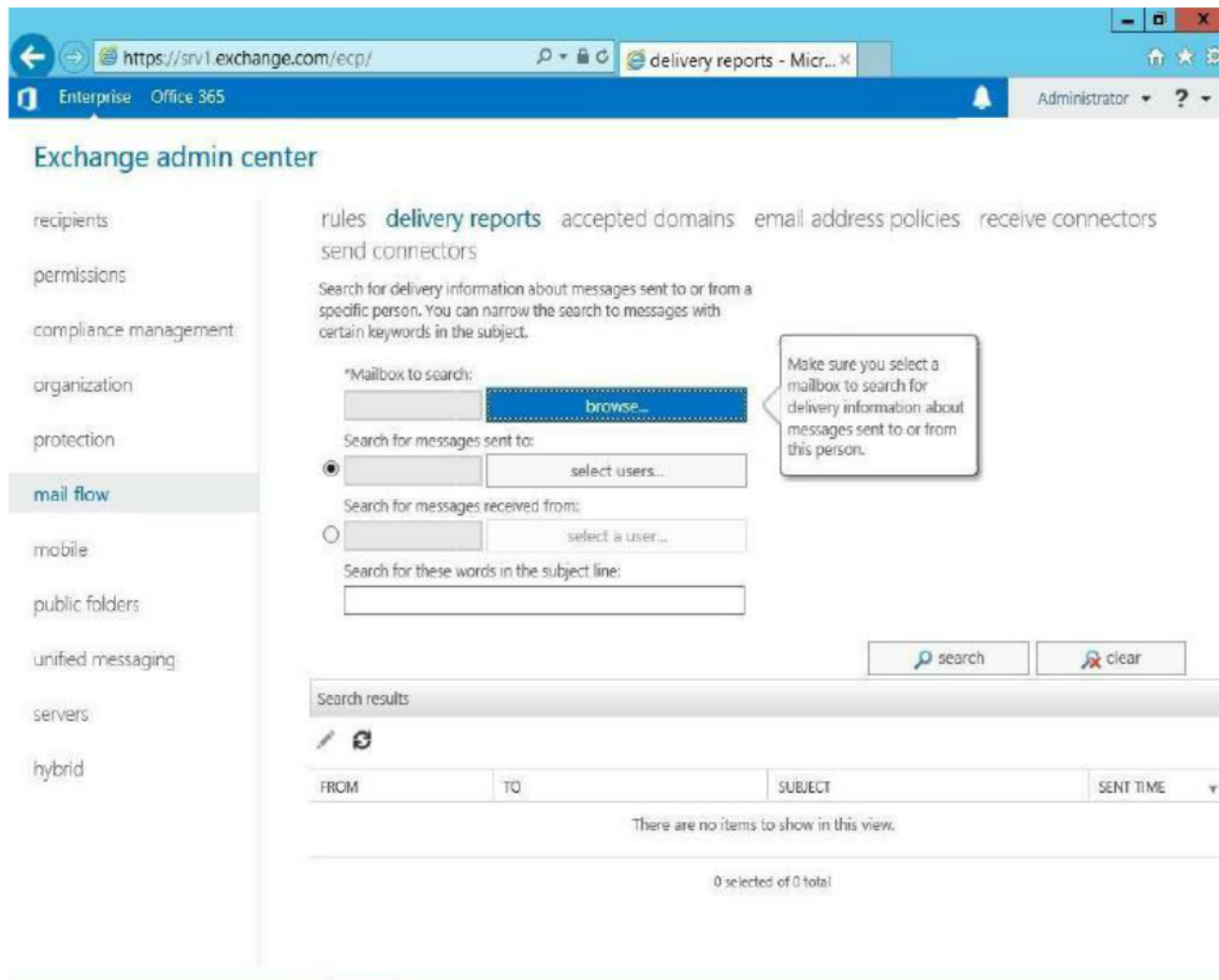
(Ex: <https://srv1.exchange.com/ecp>)



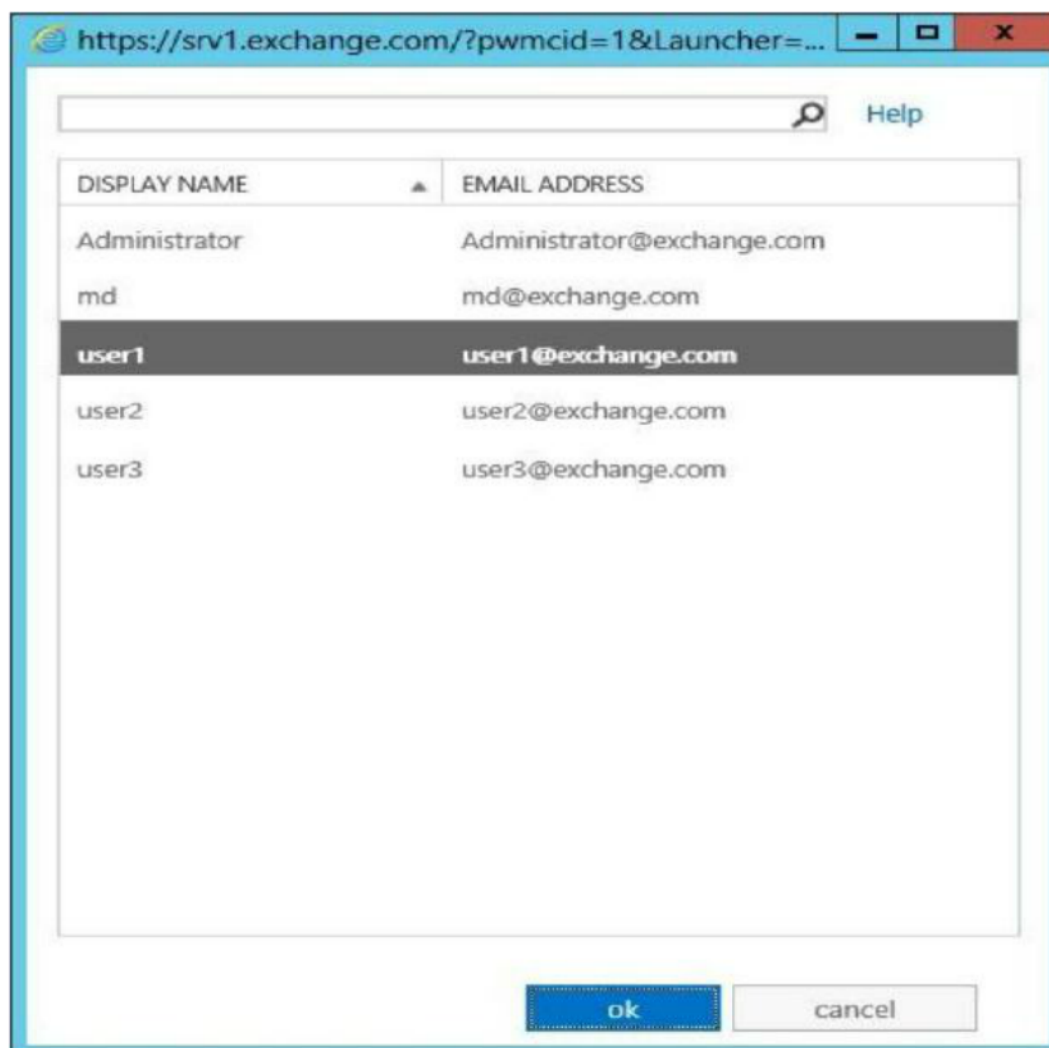
- Enter **User Name and Password**→click **sign in**



- In **EAC**→select **Mail flow**→select **Delivery reports**→click **Browse**



- Select user (Ex: **User1**)→click **Ok**



- Click **Select Users**

Exchange admin center

recipients permissions compliance management organization protection **mail flow** mobile public folders unified messaging servers hybrid

rules **delivery reports** accepted domains email address policies receive connectors send connectors

Search for delivery information about messages sent to or from a specific person. You can narrow the search to messages with certain keywords in the subject.

\*Mailbox to search: user1 X browse...

Search for messages sent to: ☒ select users... Select this option to find messages sent from the mailbox you're searching. Leave this box blank to find messages sent to anyone.

Search for messages received from: ☐ select a user...

Search for these words in the subject line:

search clear

Search results

FROM	TO	SUBJECT	SENT TIME
There are no items to show in this view.			

0 selected of 0 total

- Select user (Ex: **User2**)→click **Add**→Click **Ok**

https://srv1.exchange.com/?pwmcid=2&Launcher=...

Help

DISPLAY NAME	EMAIL ADDRESS
Administrator	Administrator@exchange.com
mdl	mdl@exchange.com
user1	user1@exchange.com
<b>user2</b>	<b>user2@exchange.com</b>
user3	user3@exchange.com

1 selected of 5 total

Select a user from the list and click Add. To add recipients who aren't on the list, type their email addresses and click Check names.

add -> user2[remove];

check names

ok cancel



- Click **Search**

Exchange admin center

recipients permissions compliance management organization protection **mail flow** mobile public folders unified messaging servers hybrid

rules **delivery reports** accepted domains email address policies receive connectors send connectors

Search for delivery information about messages sent to or from a specific person. You can narrow the search to messages with certain keywords in the subject.

\*Mailbox to search:

Search for messages sent to:  
☒

Search for messages received from:  
☐

Search for these words in the subject line:

Search results

FROM	TO	SUBJECT	SENT TIME
There are no items to show in this view.			

0 selected of 0 total

- Verify the messages sent by **User1**

Exchange admin center

recipients permissions compliance management organization protection **mail flow** mobile public folders unified messaging servers hybrid

rules **delivery reports** accepted domains email address policies receive connectors send connectors

Search for delivery information about messages sent to or from a specific person. You can narrow the search to messages with certain keywords in the subject.

\*Mailbox to search:

Search for messages sent to:  
☒

Search for messages received from:  
☐

Search for these words in the subject line:

Search results

FROM	TO	SUBJECT	SENT TIME
user1	user2	Test mail from User1	5/21/2013 2:3...
user1	user2	Test mail	5/21/2013 12:3...
user1	user2	Test Mail1	5/16/2013 4:23...

1 selected of 3 total

<https://srv1.exchange.com/ecp/Reporting/DeliveryReports:slab?showhelp=false#>



## Lab – 20: Creating a New Mailbox Database

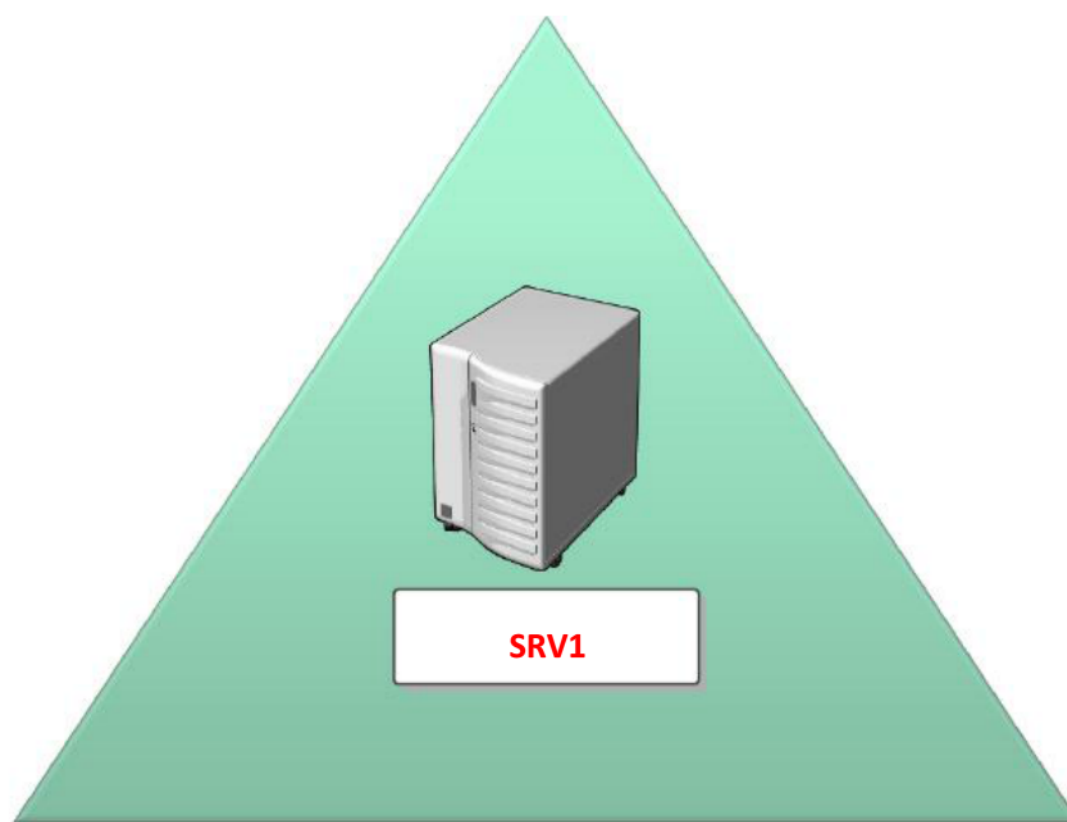
**Objective:**

To manage Exchange Databases efficiently for each department

**Pre-requisites:**

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

**Topology:**

**EXCHANGE.COM**

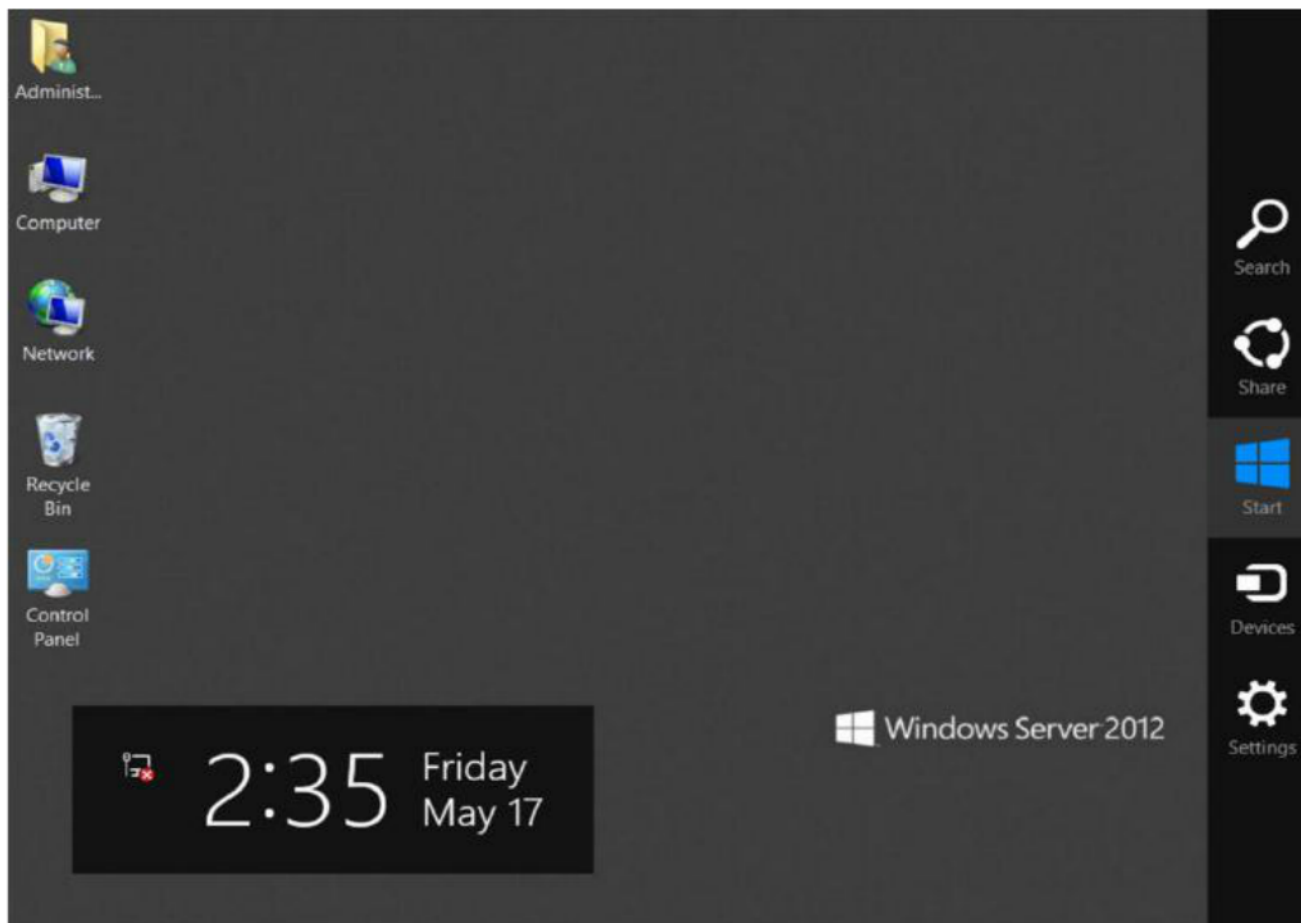
**SRV1****Domain Controller**

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

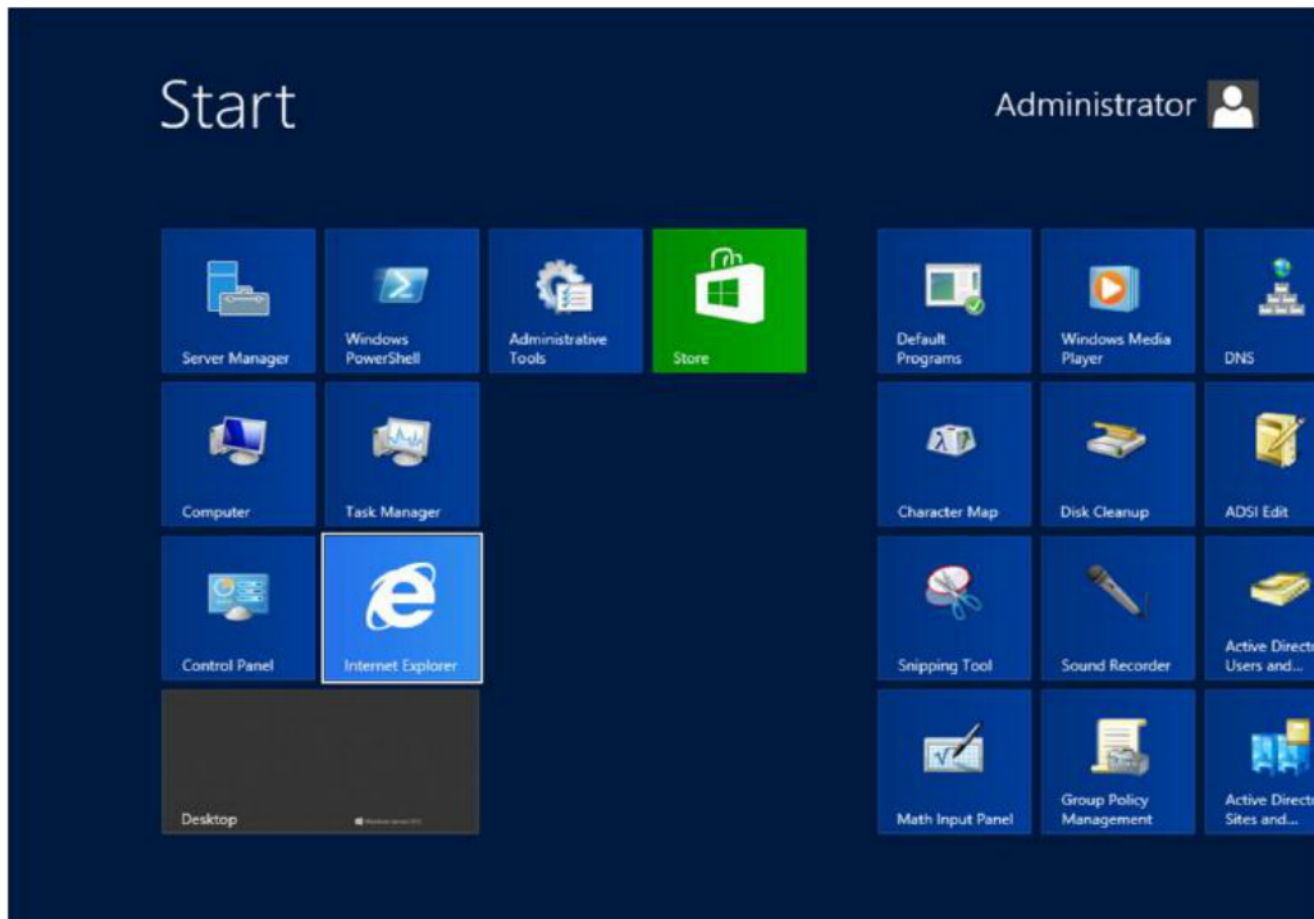


**Steps:**

- **Start**



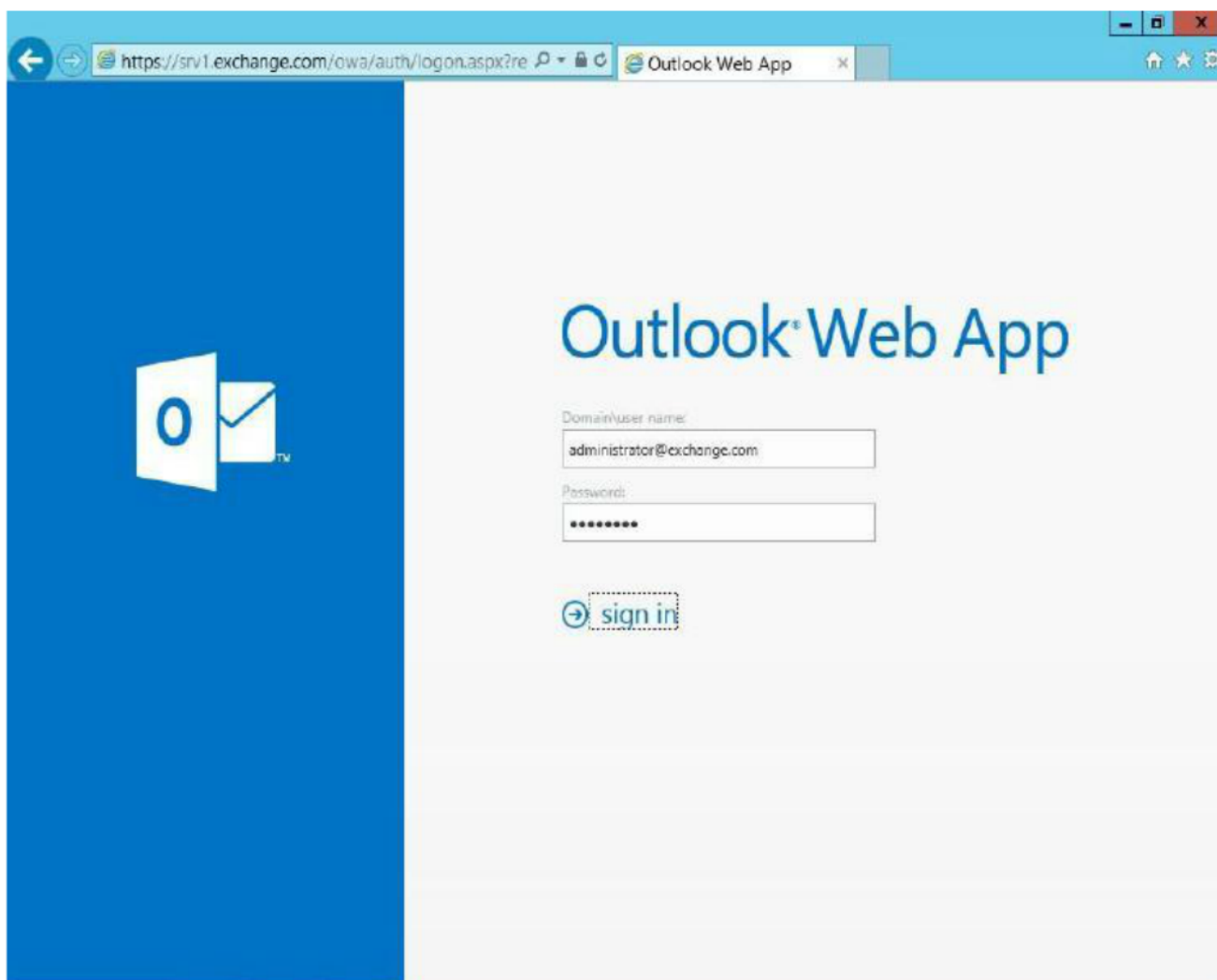
- **Open Internet Explorer**



- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **Exchange Admin Center**→select **Servers**

Exchange admin center

recipients  
permissions  
compliance management  
organization  
protection  
mail flow  
mobile  
public folders  
unified messaging  
**servers**  
hybrid

servers databases database availability groups virtual directories certificates

NAME	SERVER ROLES	VERSION
SRV1	Mailbox, Client Access	Version 15.0 (Build 516.32)

SRV1

Mailbox, Client Access  
Version 15.0 (Build 516.32)  
Standard Trial Edition  
Unlicensed  
[Enter Product Key](#)

1 selected of 1 total

- Select **Databases** tab→click **New (+)**

Exchange admin center

recipients  
permissions  
compliance management  
organization  
protection  
mail flow  
mobile  
public folders  
unified messaging  
**servers**  
hybrid

servers **databases** database availability groups virtual directories certificates

New (+)

NAME	ACTI...	SERVER...	STATUS	BAD C...
Mailbox Database 1774511919	SRV1	SRV1	Mounted	0

Mailbox Database 1774511919

Servers  
SRV1  
Database copies:  
Mailbox Database 1774511919\SRV1  
Active Mounted  
Copy queue length: 0  
Content index state: Healthy  
[View details](#)

1 selected of 1 total

<https://srv1.exchange.com/ecp/DBMgmt/Databases.aspx?showhelp=false#>

- Enter **Mailbox Database Name** (Ex: **Sales Mailbox Database**)→click **Browse**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=3&ReturnObjectType=1...`. The page title is "new database" and there is a "Help" link in the top right corner. The form contains the following fields and controls:

- \*Mailbox database:** A text input field containing "sales mailbox database".
- \*Server:** A text input field with a "browse..." button next to it.
- Database file path:** A text input field.
- Log folder path:** A text input field.
- ☒ **Mount this database**
- Buttons:** "save" and "cancel" buttons at the bottom right.
- Zoom:** A zoom level indicator showing "105%" at the bottom right.

- Select **Server Name** (Ex: **SRV1**)→click **Ok**

The screenshot shows a web browser window with the address bar displaying `https://srv1.exchange.com/?pwmcid=1&Launcher=...`. The dialog displays a table of servers:

NAME	VERSION	DATABASE AVAILABILITY GROUP
SRV1	Version 15.0 (Build 516.32)	

At the bottom of the dialog, there are "ok" and "cancel" buttons.



- Click **Save**

new database [Help](#)

\*Mailbox database  
sales mailbox database

\*Server  
SRV1

Database file path:  
C:\Program Files\Microsoft\Exchange Server\V15\Mailbox\

Log folder path:  
C:\Program Files\Microsoft\Exchange Server\V15\Mailbox\

☒ Mount this database

https://srv1.exchange.com/ecp/DBMgmt/NewDatabase.aspx?p...

- Verify the new **Sales Mailbox Database** in **List View**

Exchange admin center

recipients permissions compliance management organization protection mail flow mobile public folders unified messaging **servers** hybrid

servers **databases** database availability groups virtual directories certificates

NAME	ACTI...	SERVER...	STATUS	BAD C...
Mailbox Database 1774511919	SRV1	SRV1	Mounted	0
<b>sales mailbox database</b>	SRV1	SRV1	Mounted	0

1 selected of 2 total

**sales mailbox database**

Servers  
SRV1

Database copies:  
sales mailbox database(SRV1)  
Active Mounted  
Copy queue length: 0  
Content index state: Unknown  
[View details](#)

## Lab – 21: Creating User Mailboxes in new Mailbox Database

### Objective:

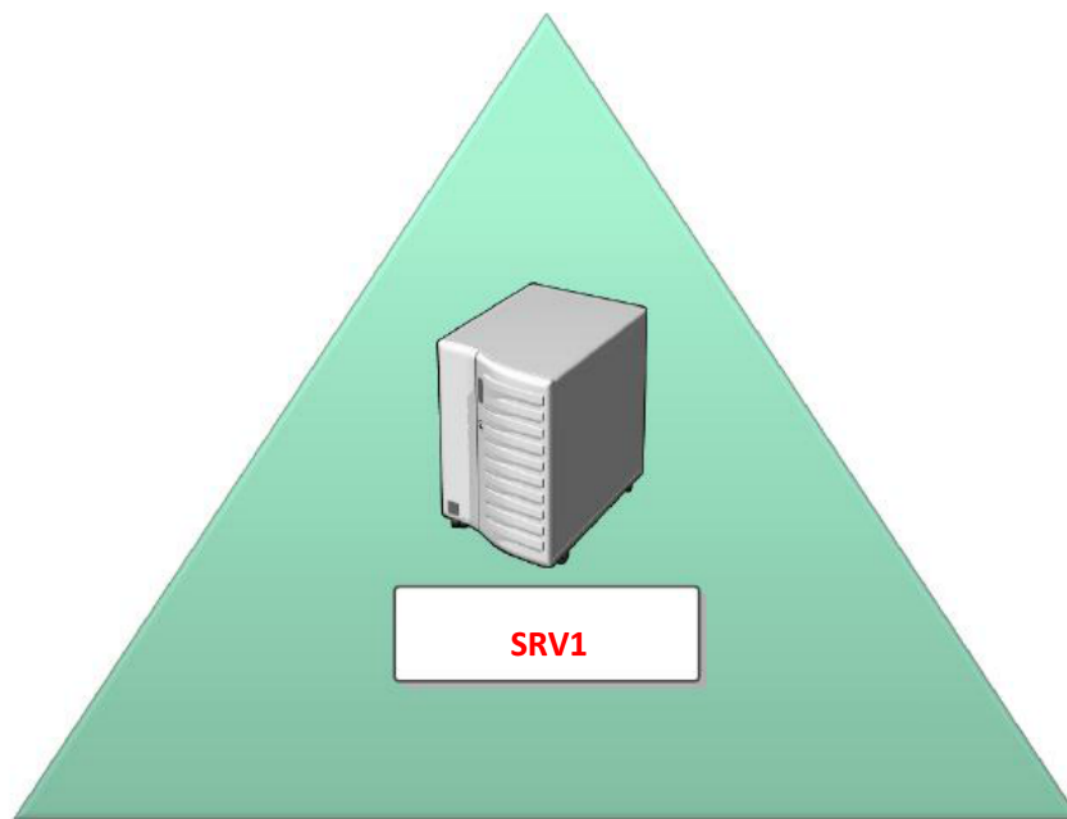
To create user mailboxes in different databases based on the department.

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

### Topology:



EXCHANGE.COM

### SRV1

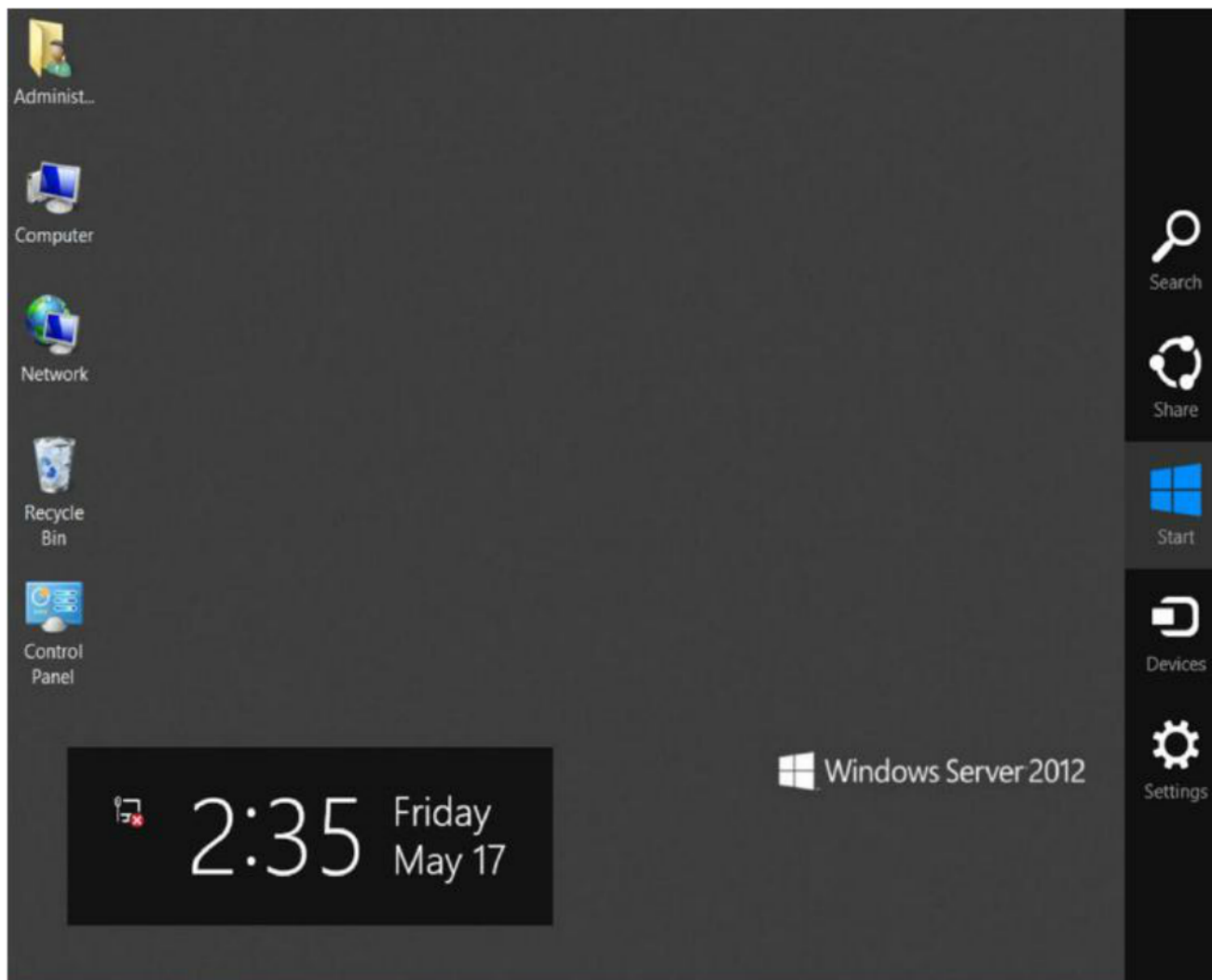
#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

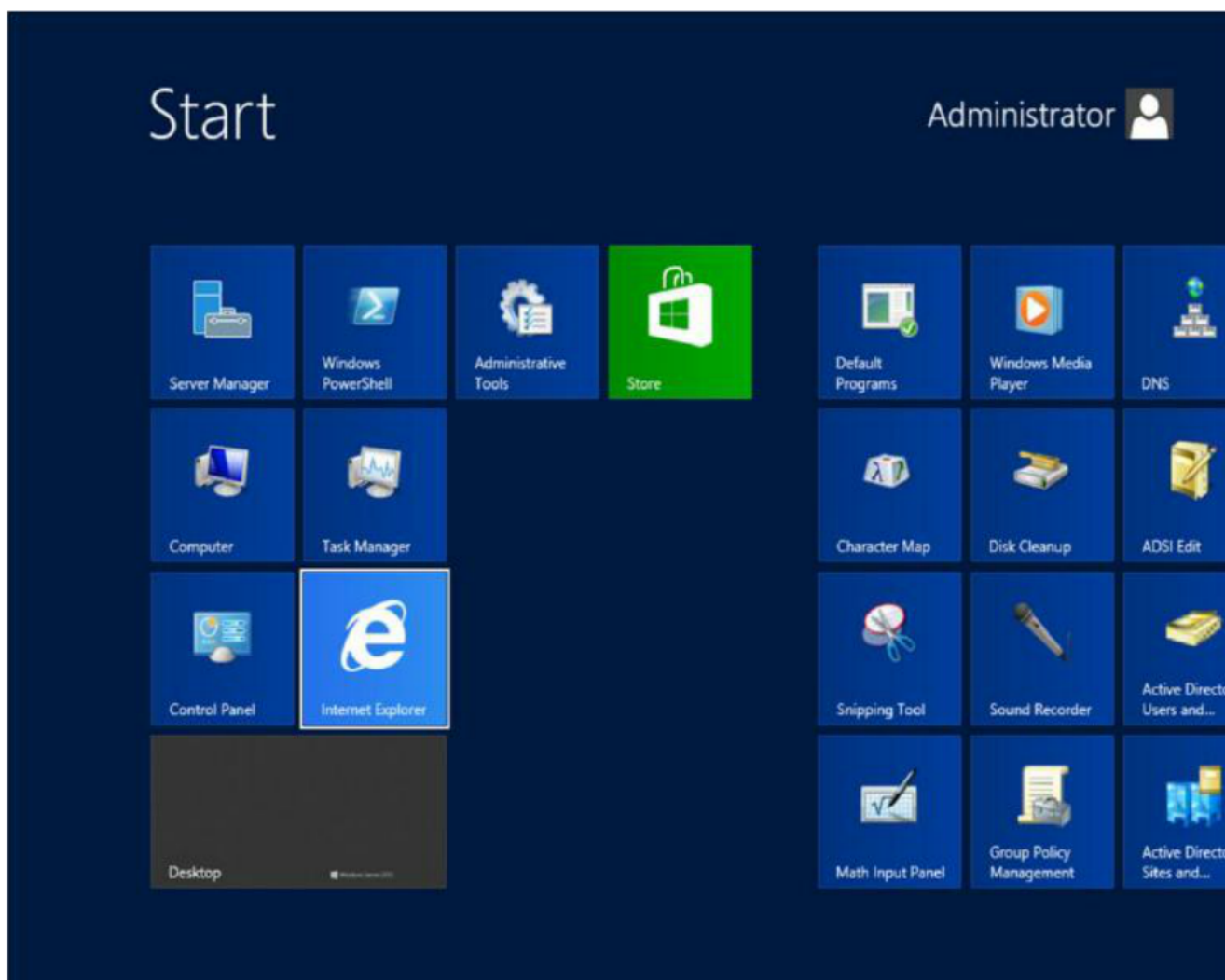


**Steps:**

- **Start**



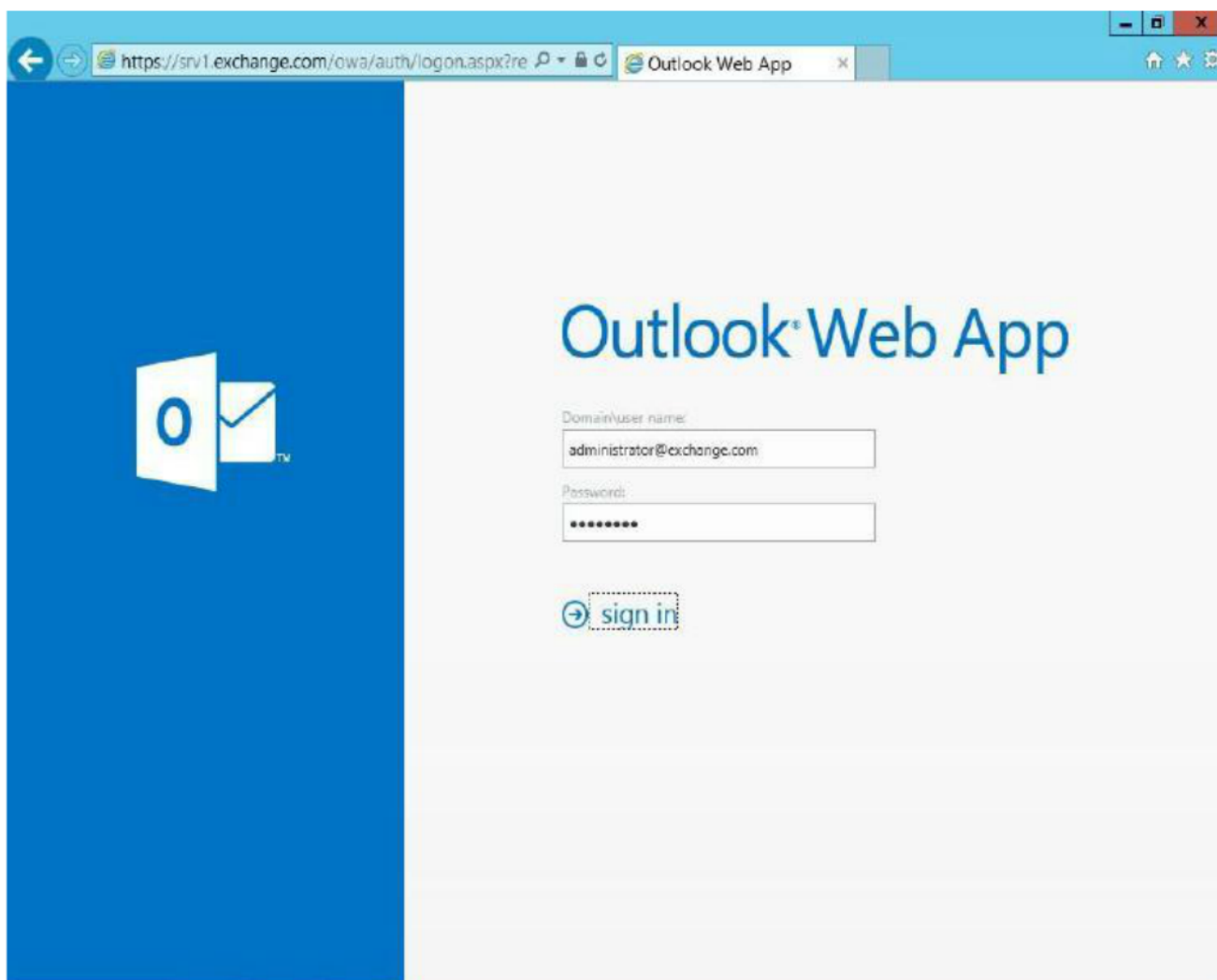
- **Open Internet Explorer**



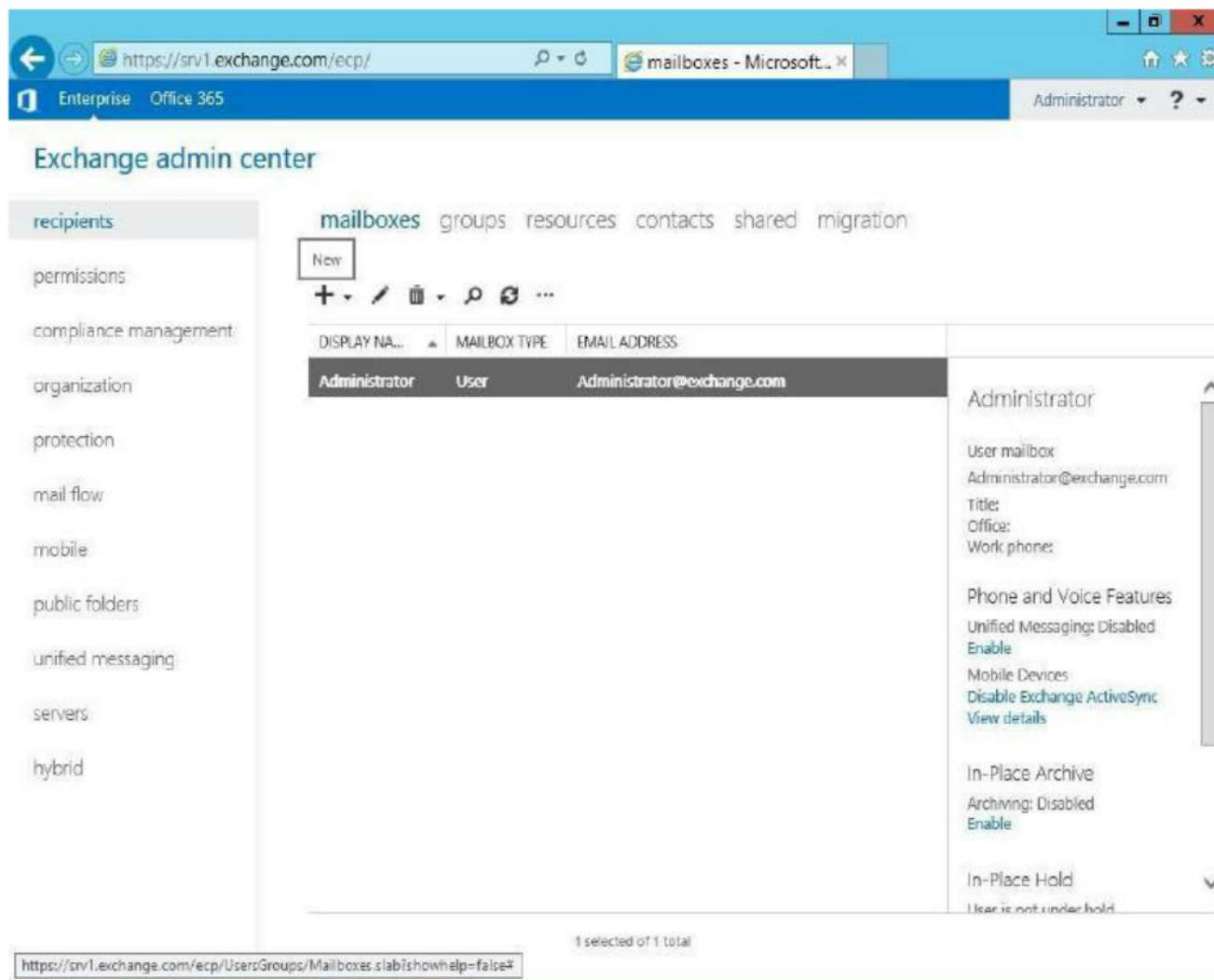
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



- Enter **User Name and Password**→click **sign in**



- In **EAC**→select **Recipients**→select **Mailboxes** tab→click **Add (+)**



- Enter **Alias** name→select **New** user→enter **First** name & **Display** name→scroll down

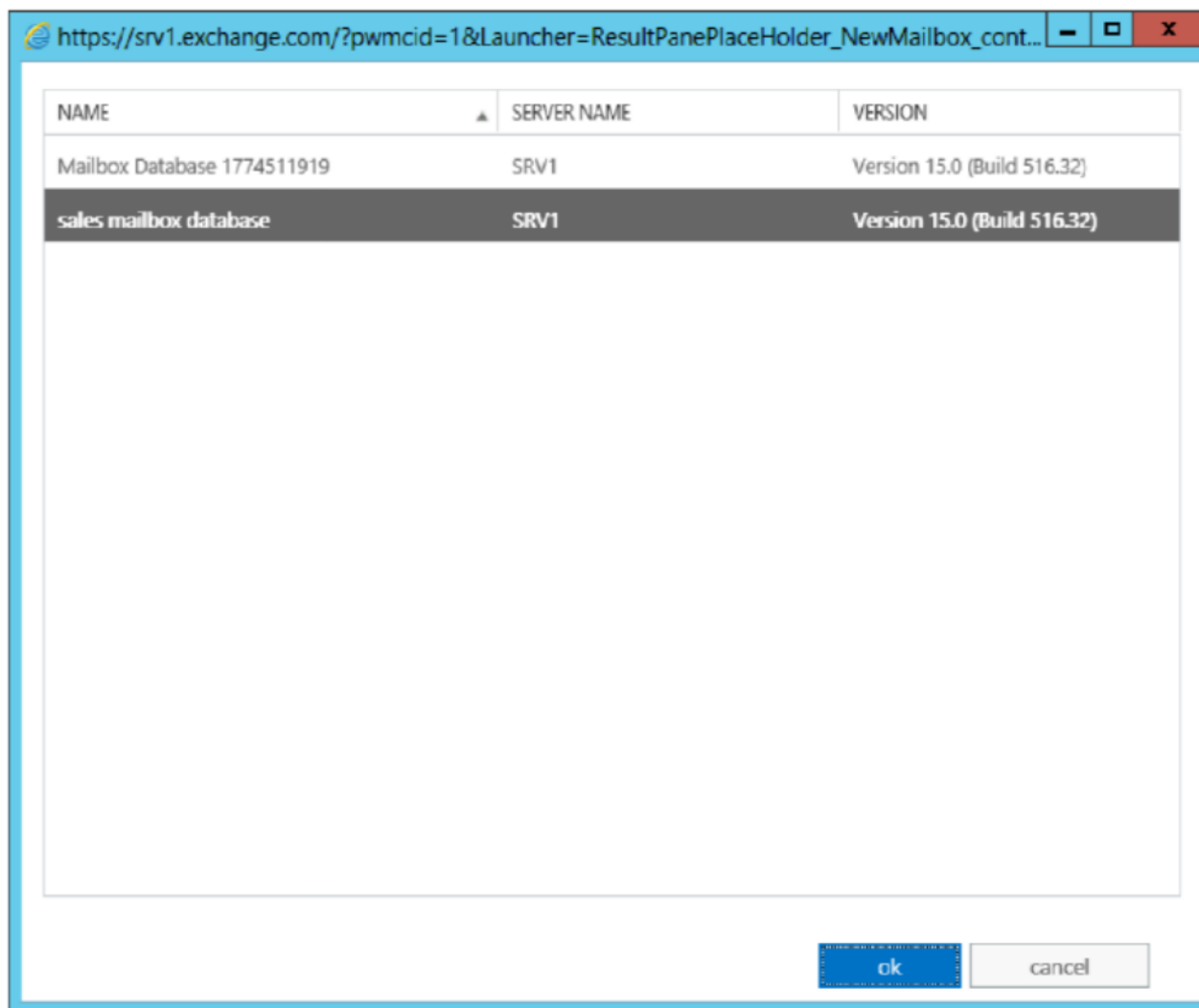
The screenshot shows the 'new user mailbox' dialog box. The 'Alias' field is filled with 'user1'. Under the 'New user' section, the 'First name' is 'user1', 'Initials' are 'user1', and 'Last name' is empty. The '\*Display name' is 'user' and the '\*Name' is 'user1'. A tooltip explains that the '\*Name' is what will be listed in Active Directory. The 'Organizational unit' is empty, and the '\*User logon name' is empty. The 'save' and 'cancel' buttons are at the bottom.



- Enter **User logon name** and **Password**→select **More options**

- Click **Browse**

- Select **Sales Mailbox Database**→click **OK**



- Click **Save**

new user mailbox [Help](#)

Organizational unit:  [browse...](#)

\*User logon name:  @  [v](#)

\*New password:

\*Confirm password:

☐ Require password change on next logon

Mailbox database:  [X](#) [browse...](#)

Archive  
Use the archive to store old email.  
☐ Create an on-premises archive mailbox for this user  
 [browse...](#)

Address book policy:  [v](#)

[save](#) [cancel](#)

105%

## Verification:

- Verify the mailbox of user (Ex: **user1**) in **Sales Mailbox Database**

The screenshot shows the Exchange Admin Center (EAC) interface. The 'mailboxes' tab is selected, displaying a table of mailboxes. The 'user1' mailbox is highlighted, and its details are shown on the right side of the interface.

DISPLAY NAME	MAILBOX	EMAIL ADDRESS	DATABASE
Administrator	User	Administrator@exchange.com	Mailbox Database 1774...
user1	User	user1@exchange.com	sales mailbox database

Details for user1:

- User mailbox: user1@exchange.com
- Title:
- Office:
- Work phone:
- Phone and Voice Features:
  - Unified Messaging: Disabled [Enable](#)
  - Mobile Devices: [Disable Exchange ActiveSync](#) [View details](#)
- In-Place Archive: Archiving: Disabled [Enable](#)
- In-Place Hold: [View details](#)

1 selected of 2 total

## Lab – 22: Creating Migration Batch of User Mailboxes to Different Database

### Objective:

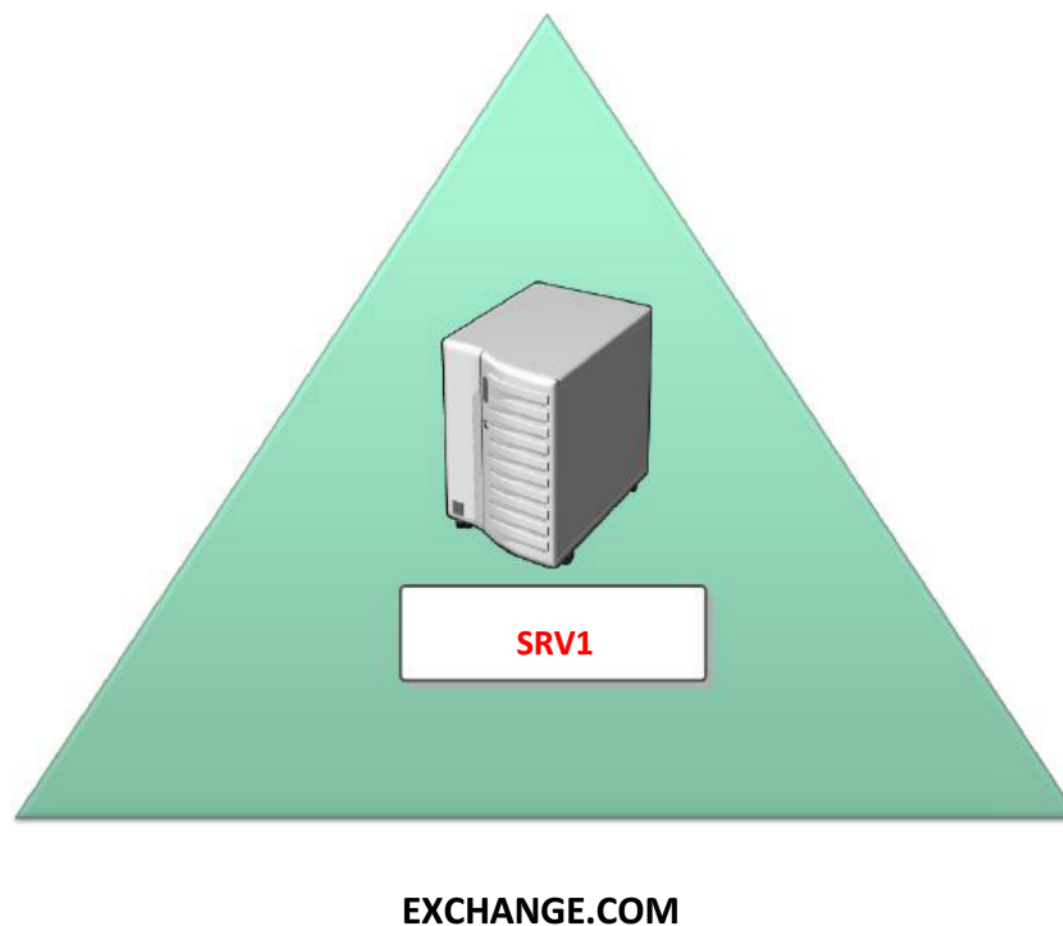
To move user mailbox from one database to another database

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.

### Topology:



### SRV1

#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

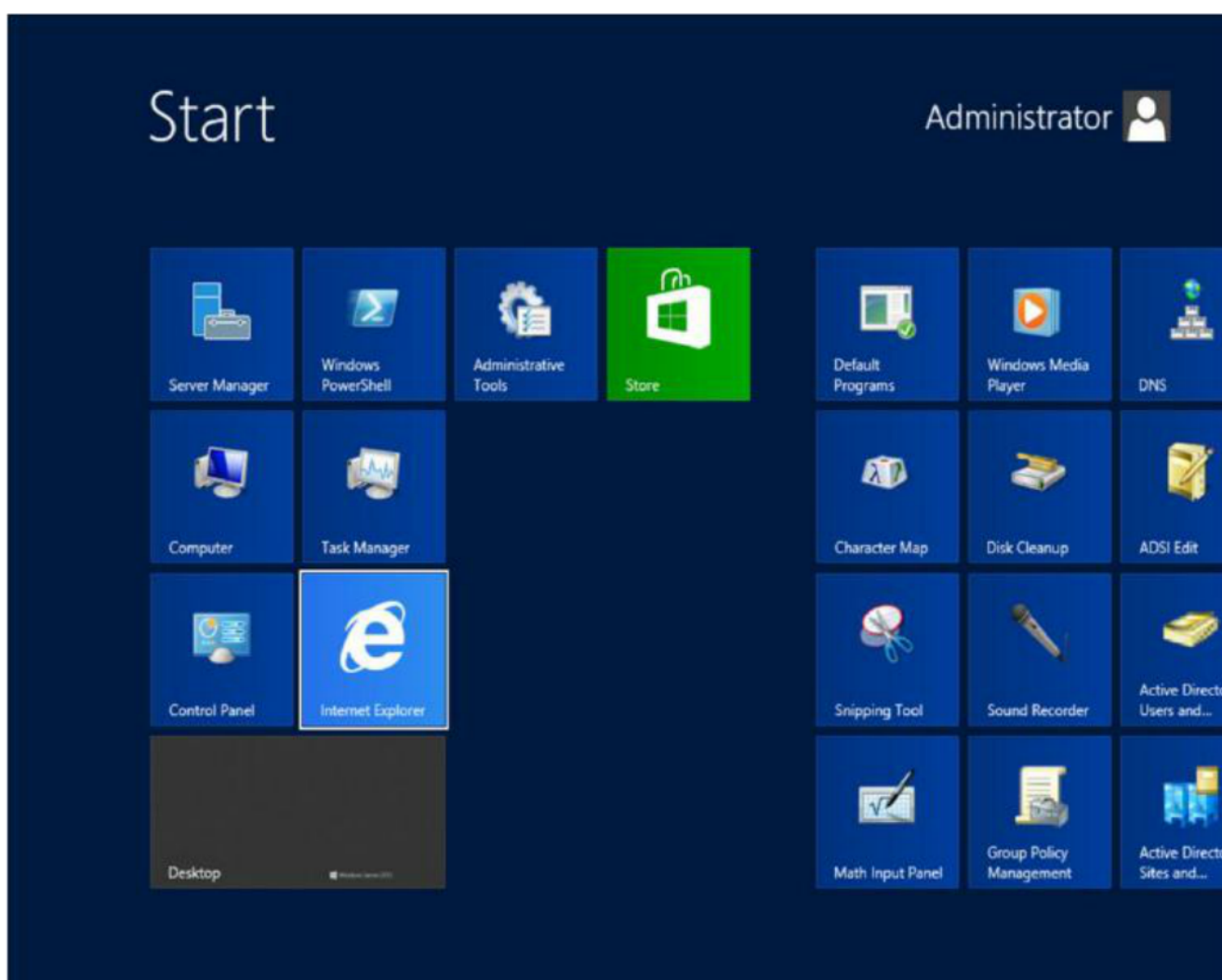


**Steps:**

- **Start**

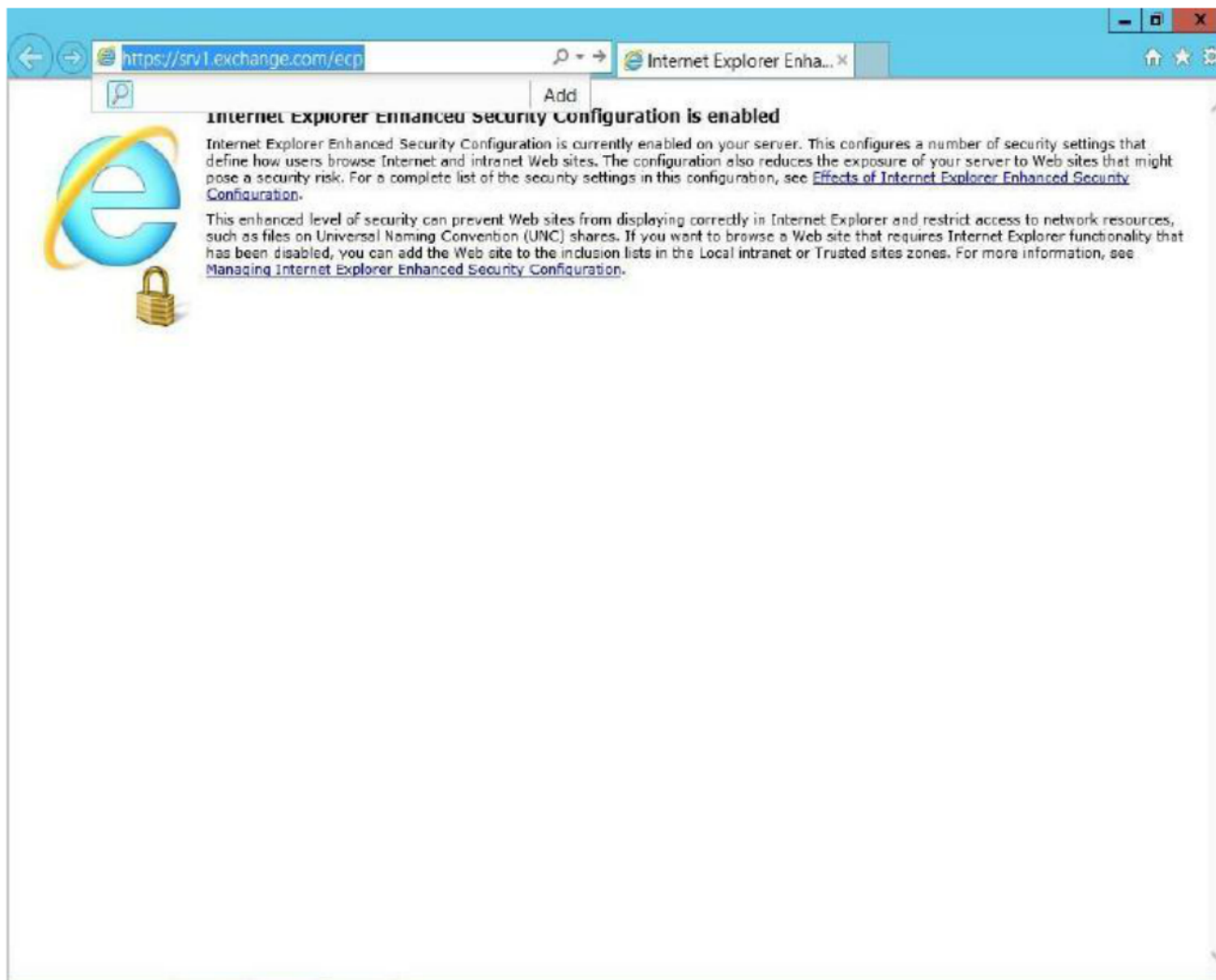


- **Open Internet Explorer**

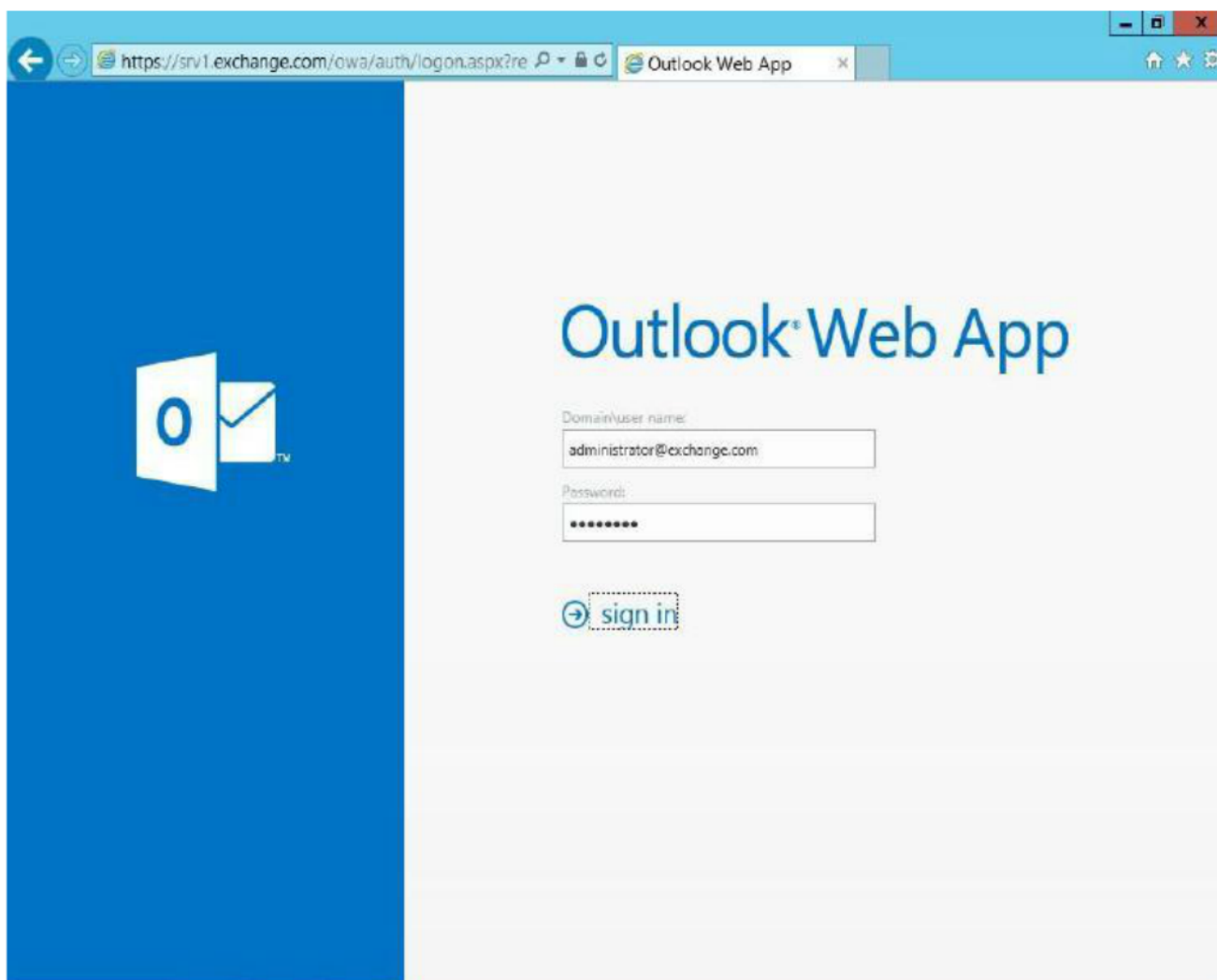




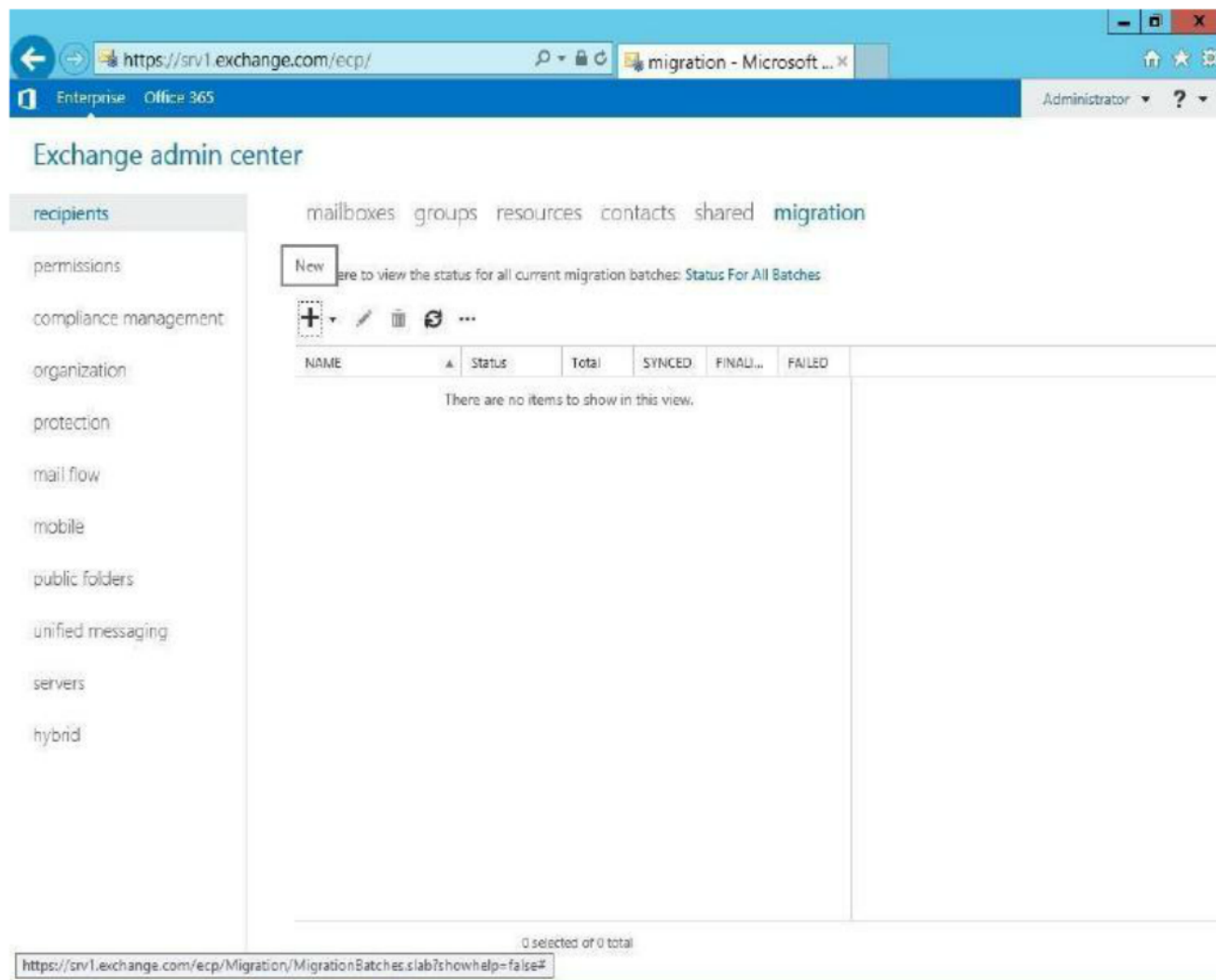
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



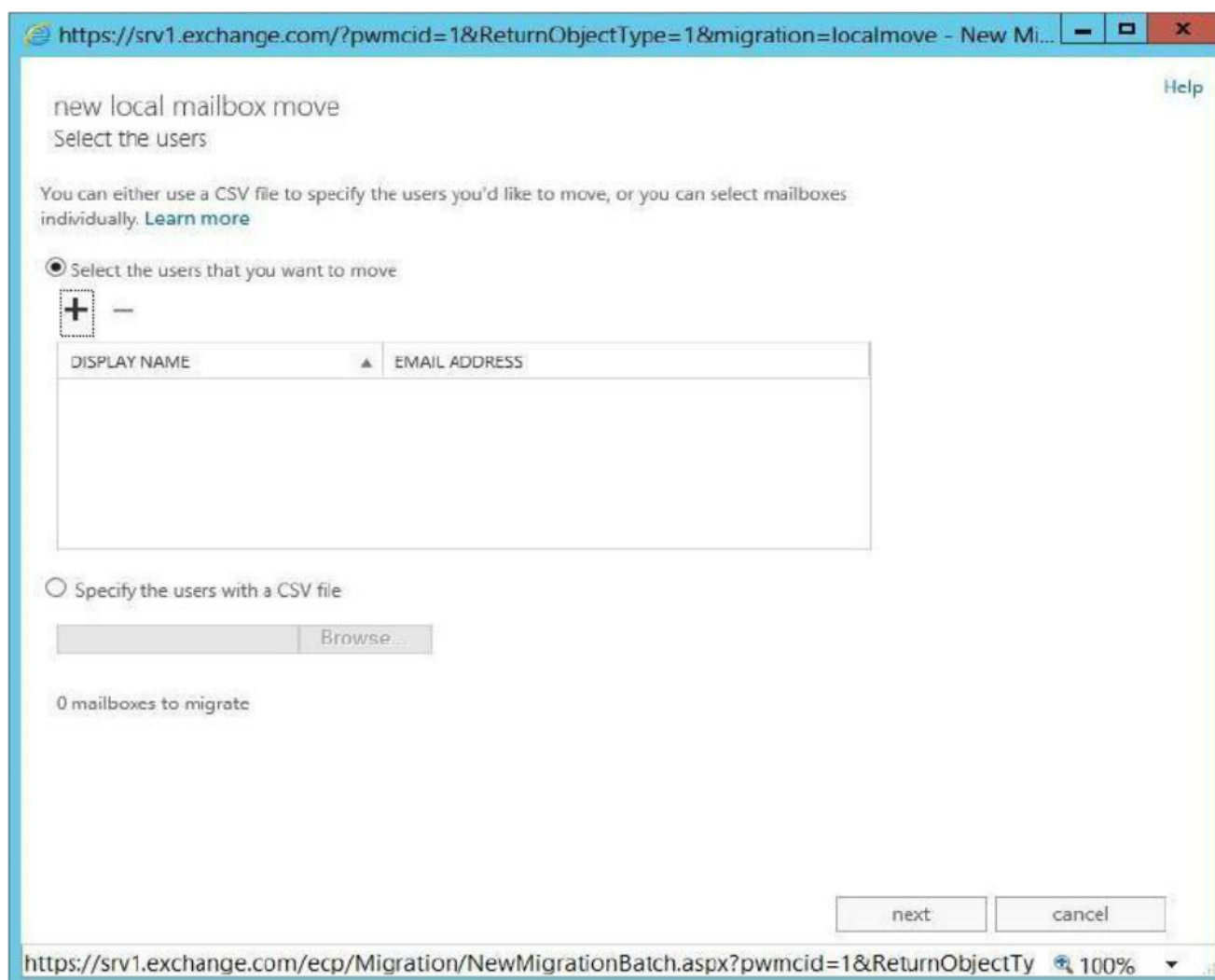
- Enter **User Name and Password**→click **sign in**



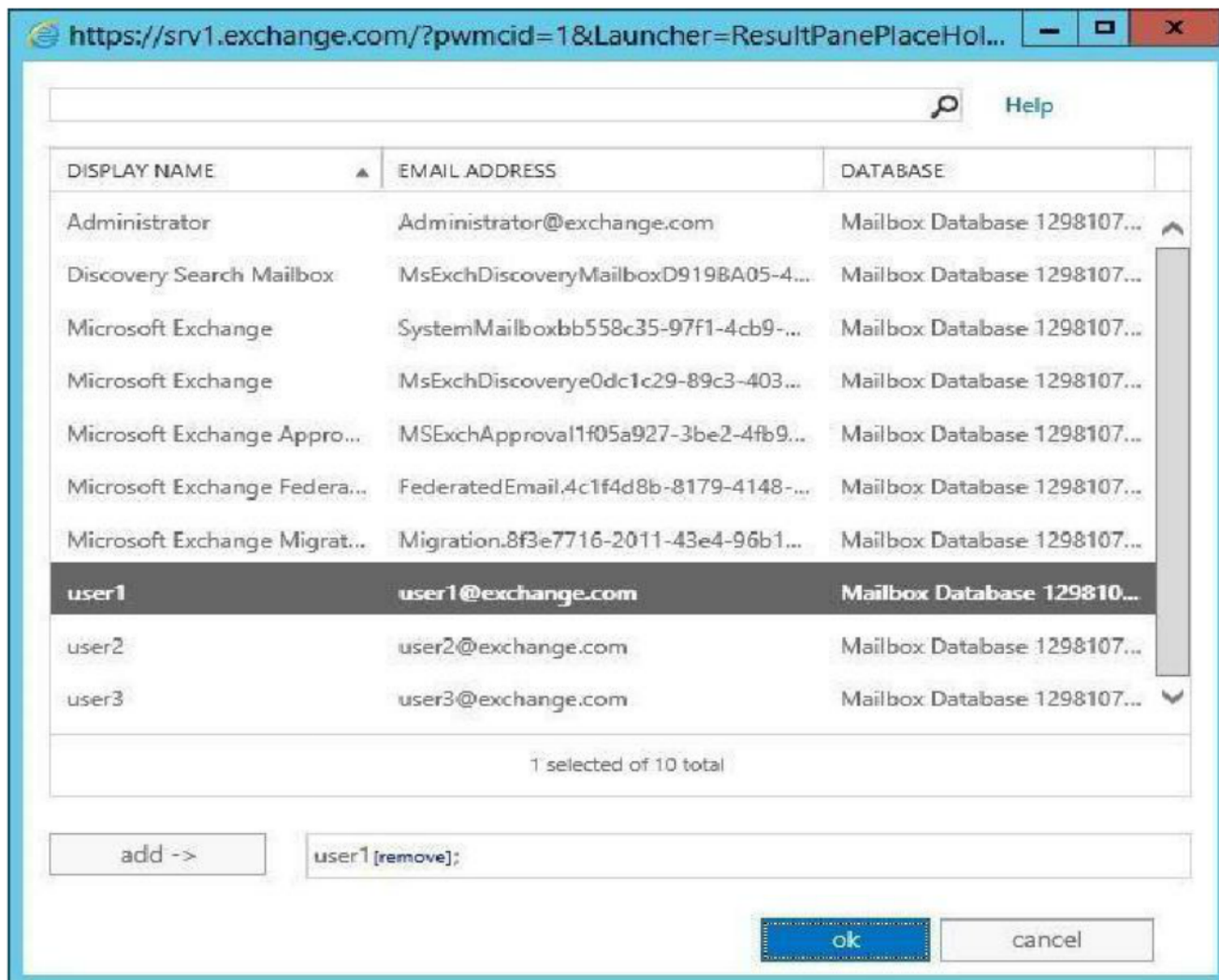
- In **EAC**→select **Recipients**→select **Migration Tab**→click **New (+)**



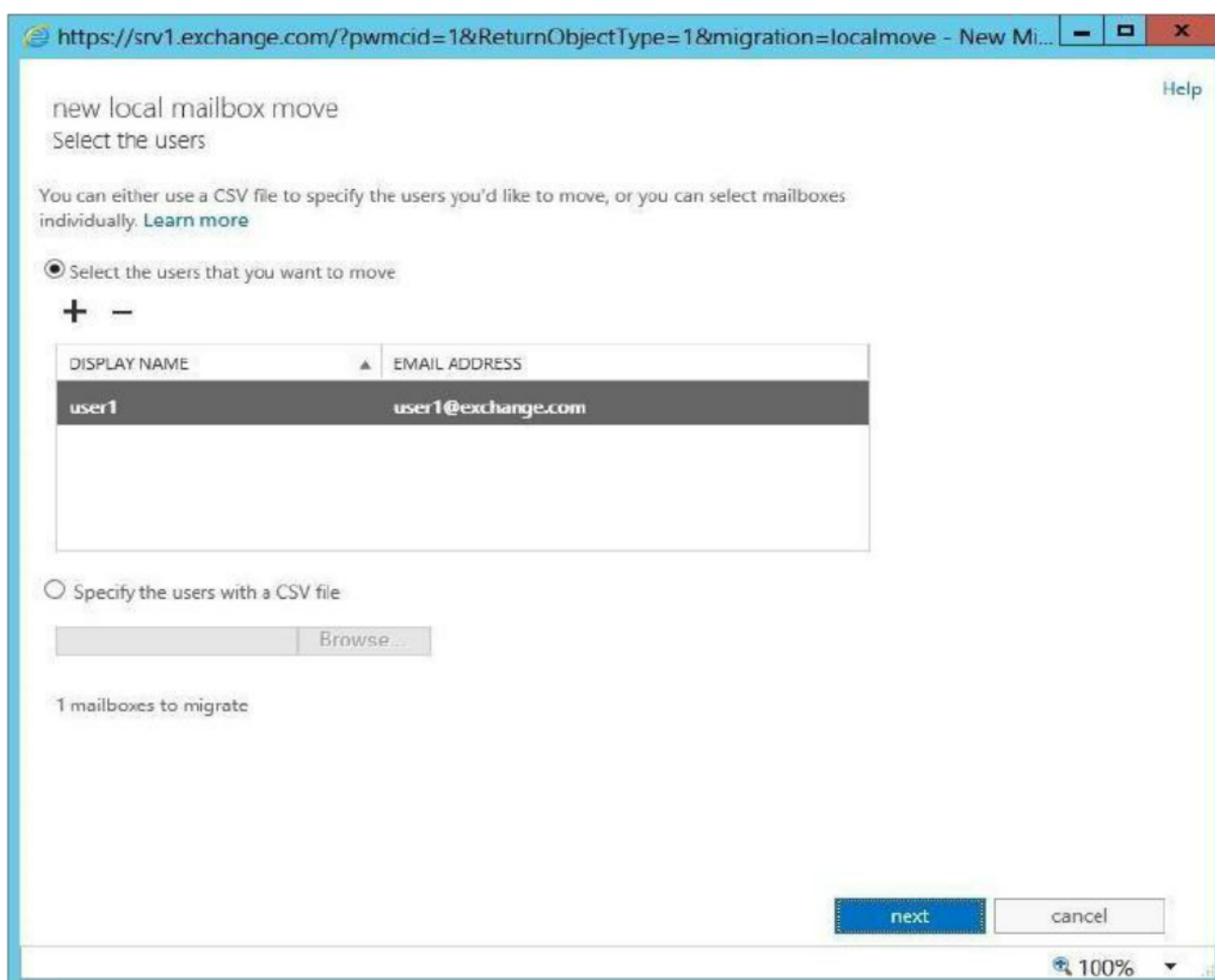
- Click **Add (+)**



- Select user (**Ex:-User1**)→click **Add**→Click **Ok**



- Click **Next**



- Enter name (**Ex:-User1 Mailbox Move**)→select **Move Primary Mailbox Only**→click **Browse**

new local mailbox move  
Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

\*New migration batch name:  
User1 Mailbox Move

Archive:  
☐ Move archive mailbox along with primary mailbox  
☒ Move primary mailbox only  
☐ Move archive mailbox only

Target database:  
Enter the database name you'd like to move this mailbox to:  
 [browse...](#)

Target archive database:  
Enter the database name you'd like to move the archive mailbox to:  
 [browse...](#)

[More options...](#)

[back](#) [next](#) [cancel](#)

100%

- Select **Sales Database**→click **Add**→click **Ok**

NAME	SERVER NAME	VERSION
Mailbox Database 1298107152	SRV1	Version 15.0 (Build 516...
<b>Sales Database</b>	<b>SRV1</b>	<b>Version 15.0 (Build 51...</b>

1 selected of 2 total

[add ->](#)  [ok](#) [cancel](#)



- Click **Next**

new local mailbox move  
Move configuration

These configuration settings will be applied to the new batch. [Learn more](#)

\*New migration batch name:  
User1 Mailbox Move

Archive:  
☐ Move archive mailbox along with primary mailbox  
☒ Move primary mailbox only  
☐ Move archive mailbox only

Target database:  
Enter the database name you'd like to move this mailbox to:  
Sales Database X browse...

Target archive database:  
Enter the database name you'd like to move the archive mailbox to:  
 browse...

More options...

back next cancel

javascript:\_doPostBack('ctl00\$ResultPanePlaceHolder\$WizardFormSheet\$contentContainer\$ctl50', ''); 100%

- Click **New**

new local mailbox move  
Start the batch

A new migration batch will be created after you click new. [Learn more](#)

\*After the batch is complete, a report will be sent to the following recipients. You must select at least one recipient to receive this report.  
Administrator X browse...

You can start the batch automatically or start it later by selecting it in the migration dashboard and then clicking Start.  
☒ Automatically start the batch  
☐ Manually start the batch later

If you don't choose the option below, you will have to manually complete the migration batch by clicking the "Complete this migration batch" link on the right pane, after the link becomes active.  
☒ Automatically complete the migration batch

back new cancel

100%



## Verification:

1. In EAC verify the user (Ex:-User1) under Sales Database

The screenshot shows the Exchange Admin Center (EAC) interface. The left sidebar contains navigation links: recipients, permissions, compliance management, organization, protection, mail flow, mobile, public folders, unified messaging, servers, and hybrid. The main area is titled 'Exchange admin center' and has tabs for mailboxes, groups, resources, contacts, shared, and migration. The 'mailboxes' tab is active, displaying a table of users. The table has columns: DISPLAY NAME, MAILBOX TYPE, EMAIL ADDRESS, and DATABASE. The row for 'user1' is highlighted, showing they are a 'User' with email address 'user1@exchange.com' and are associated with the 'Sales Database'. To the right of the table, a pane shows details for 'user1', including 'User mailbox', 'user1@exchange.com', and various features like 'Unified Messaging: Disabled' (with an 'Enable' link), 'Mobile Devices', 'Disable Exchange ActiveSync' (with a 'View details' link), 'In-Place Archive', and 'In-Place Hold'.

DISPLAY NAME	MAILBOX TYPE	EMAIL ADDRESS	DATABASE
Administrator	User	Administrator@exchange.com	Mailbox Database 1298...
<b>user1</b>	User	user1@exchange.com	<b>Sales Database</b>
user2	User	user2@exchange.com	Mailbox Database 1298...
user3	User	user3@exchange.com	Mailbox Database 1298...

1 selected of 4 total

## Lab – 23: Enabling Archive Mailbox to Mailbox Enabled User

### Objective:

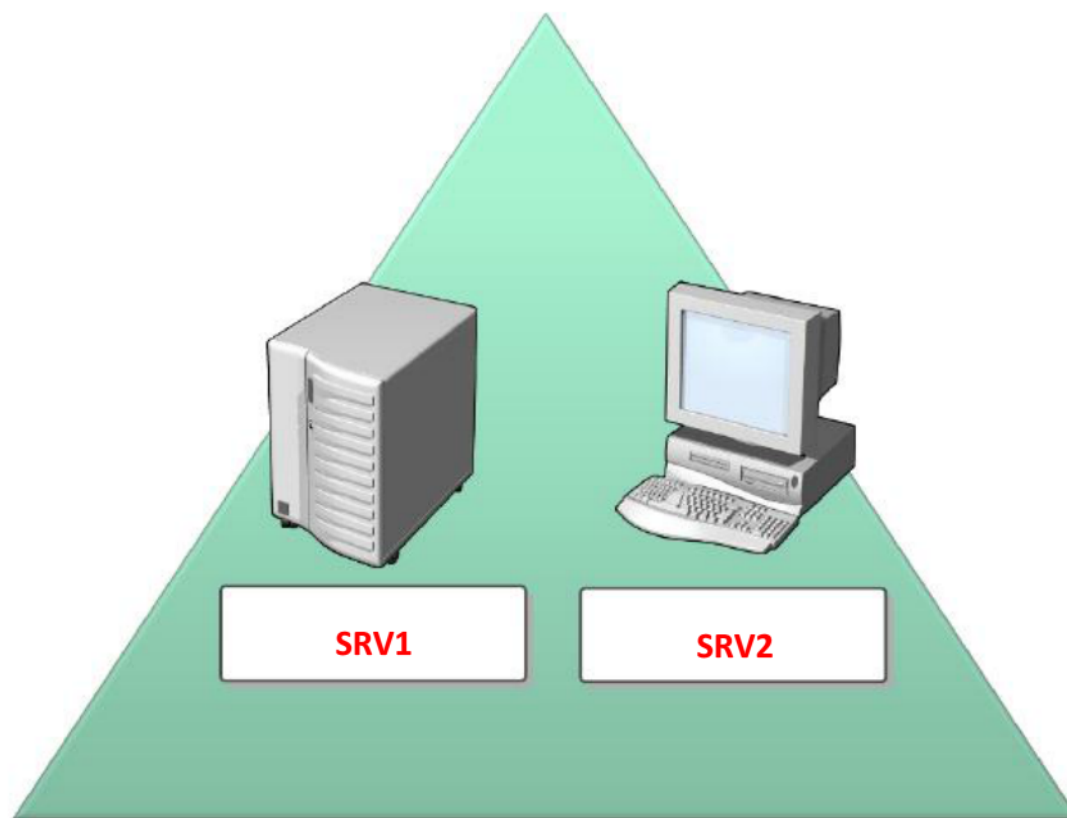
To provide additional mailbox for a user

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

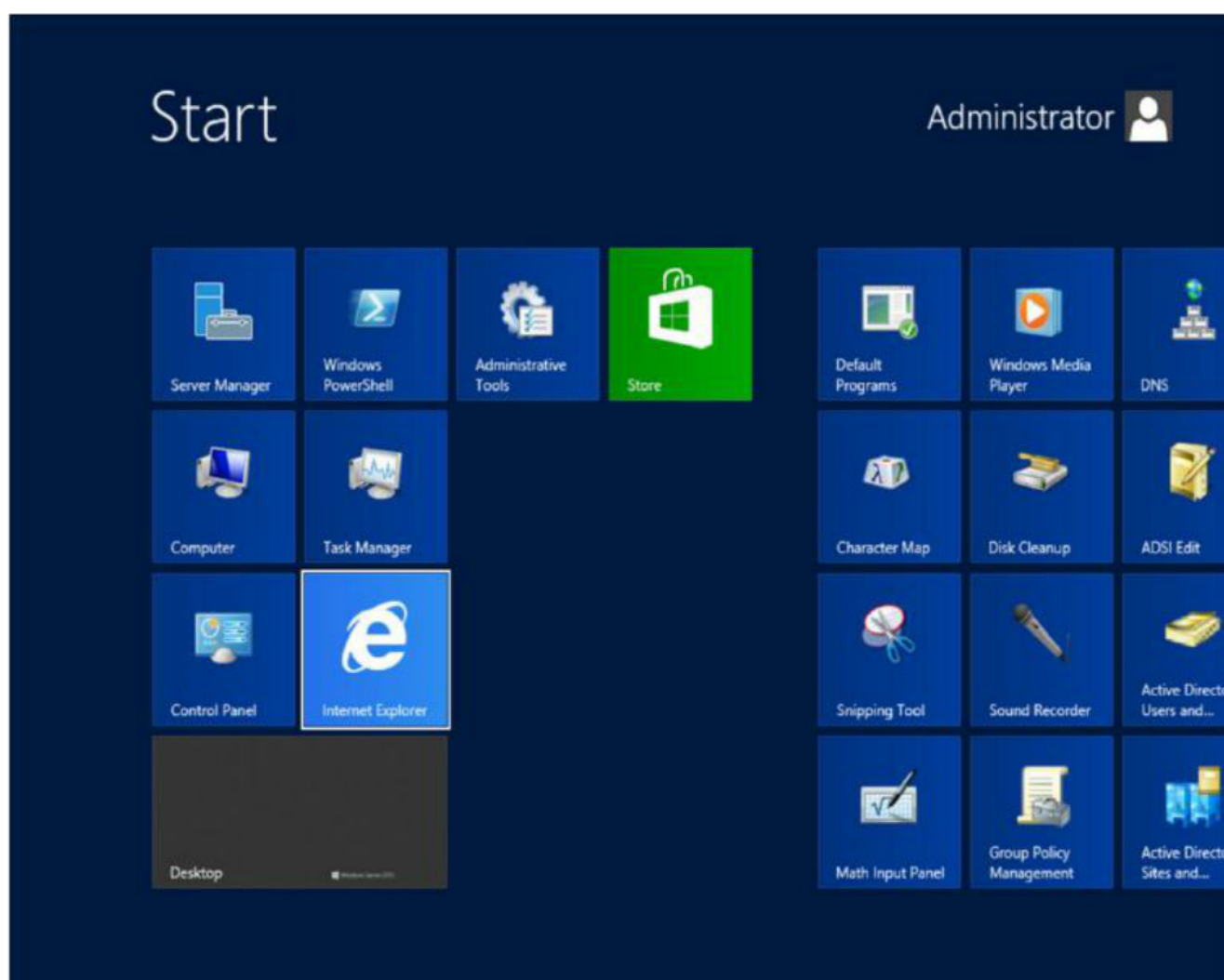


**Steps:**

- **Start**



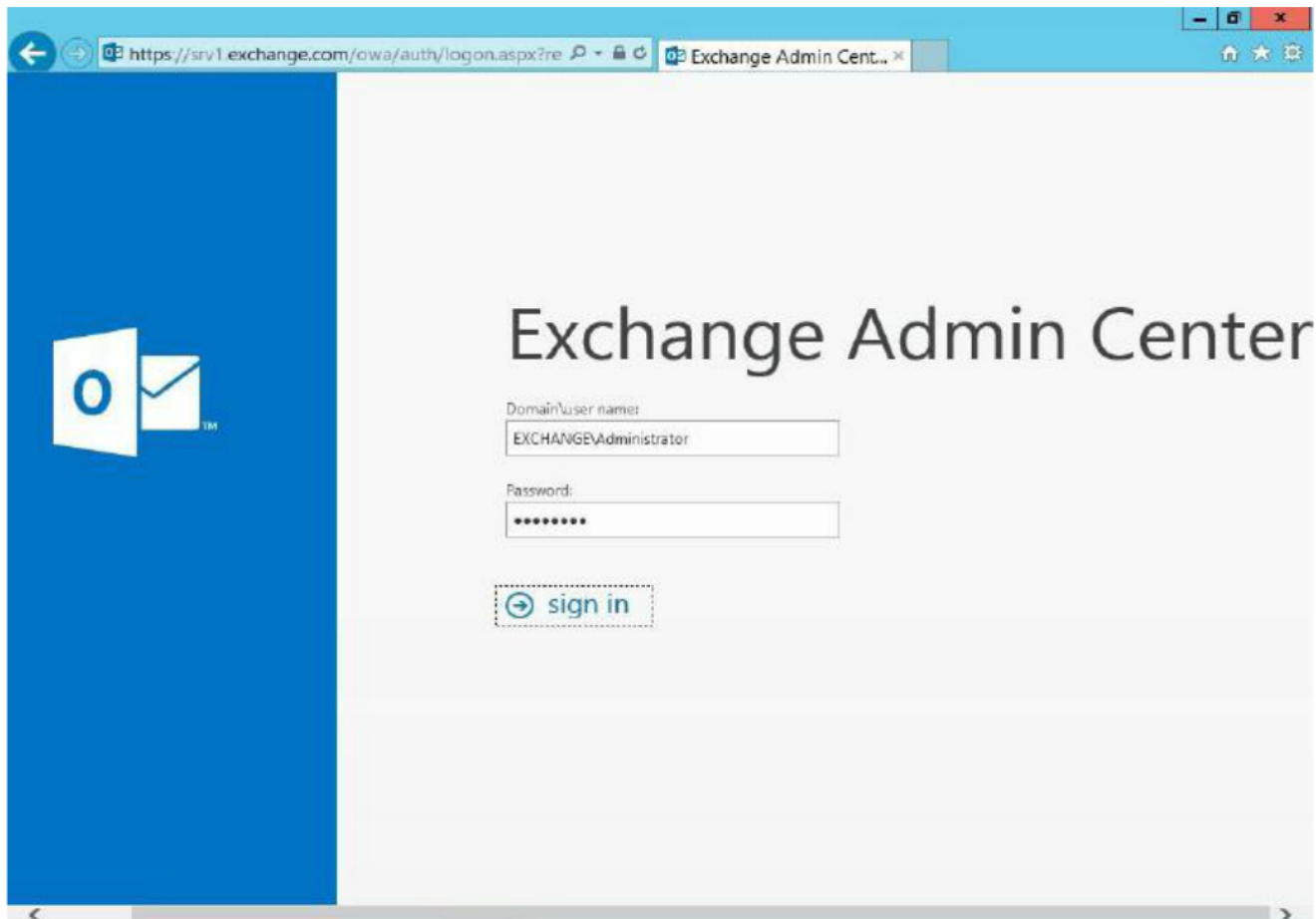
- **Open Internet Explorer**



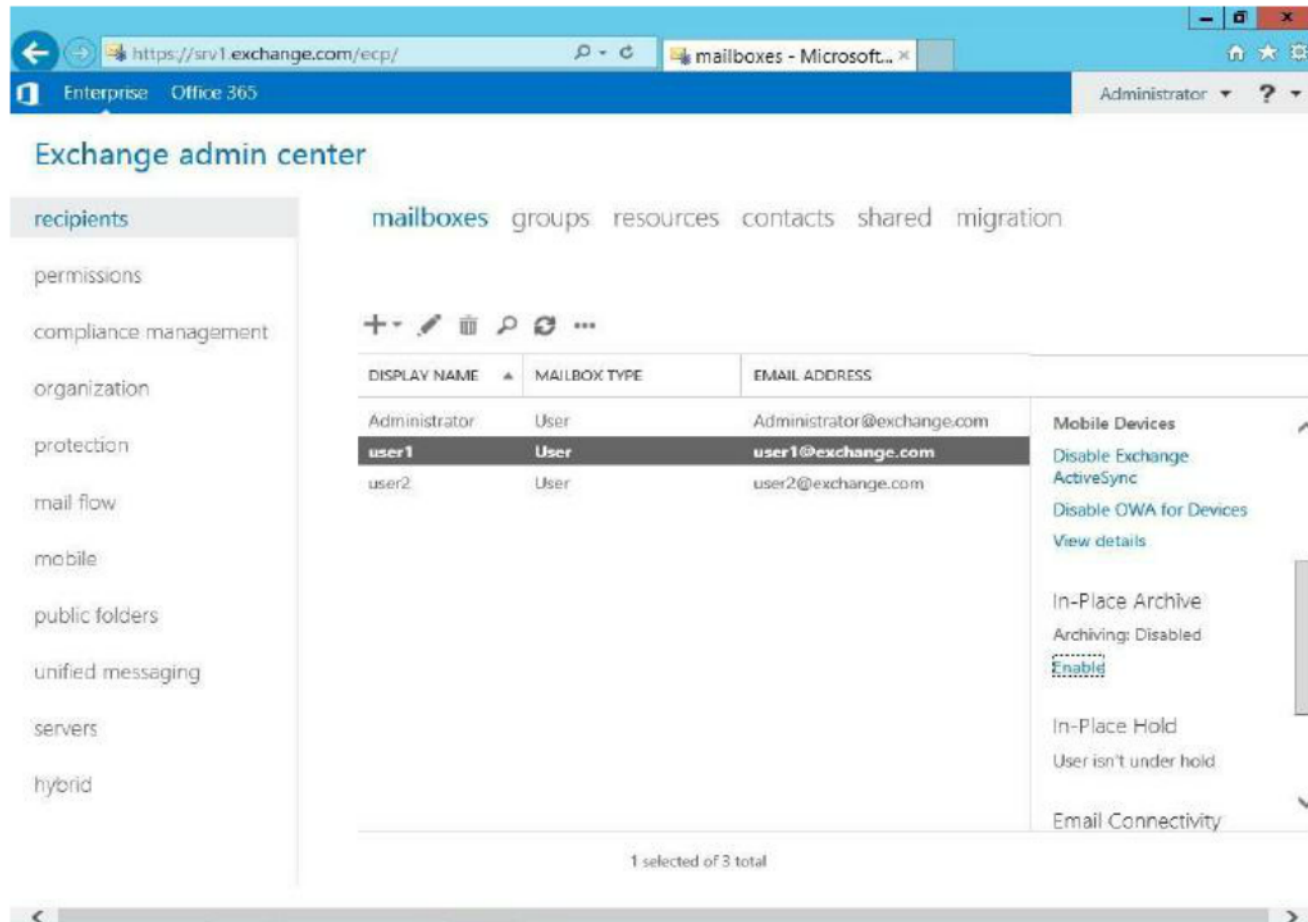
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



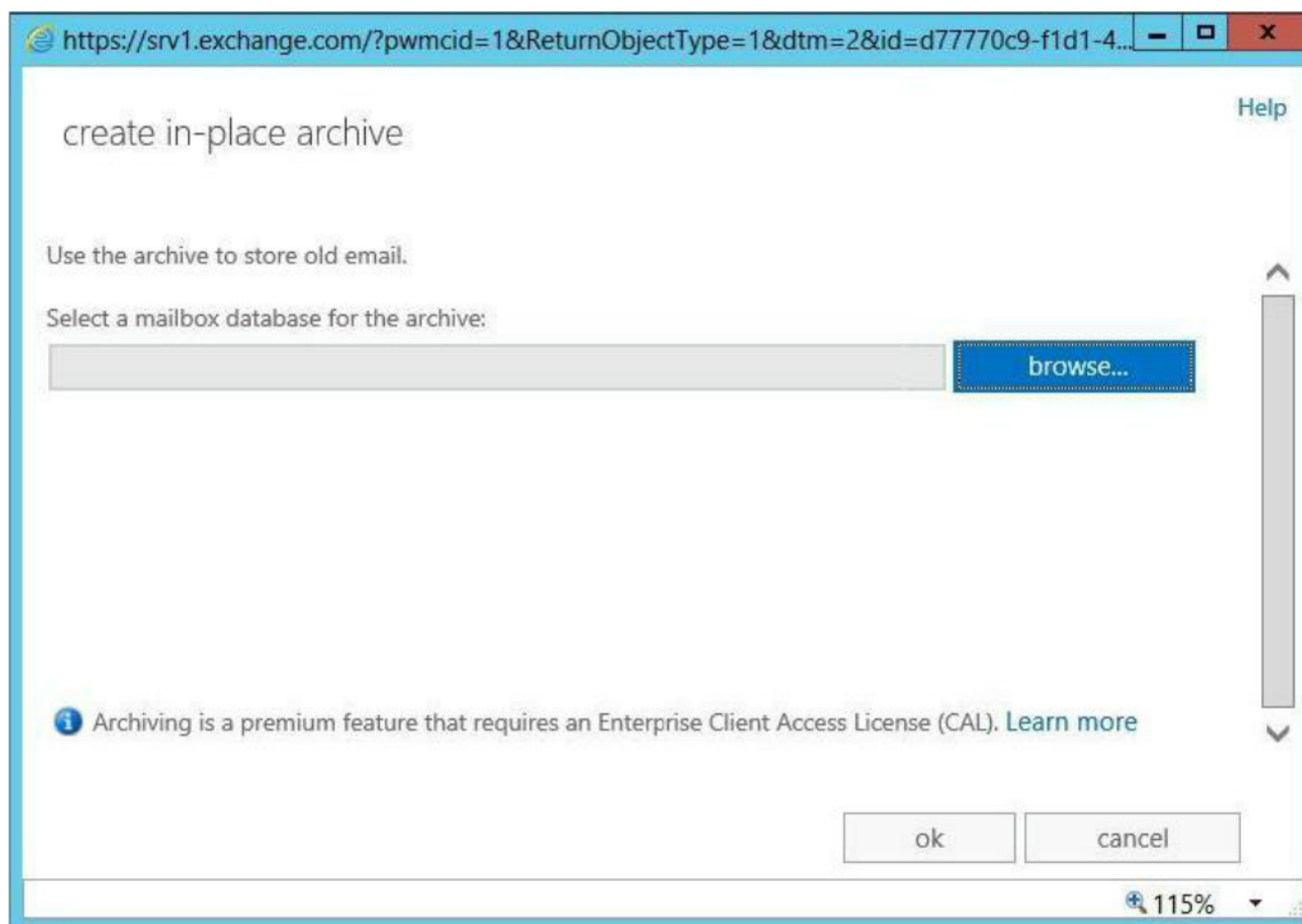
- Enter **User Name and Password**→click **sign in**



- In **EAC**→select **Recipients**→select user (**Ex:-User1**)→click **Enable** under **In-Place Archiving** in **Details Pane**

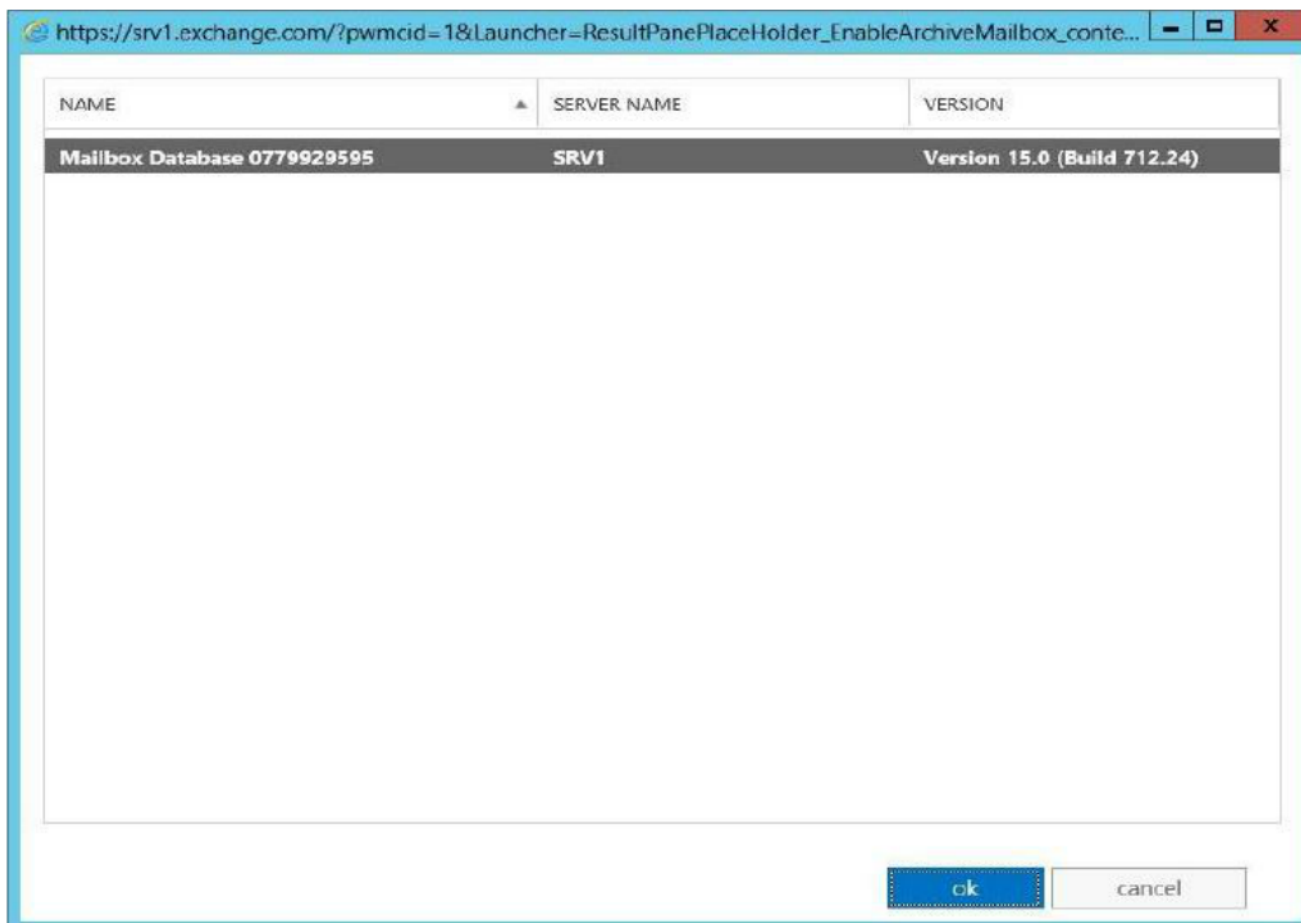


- Click **Browse**

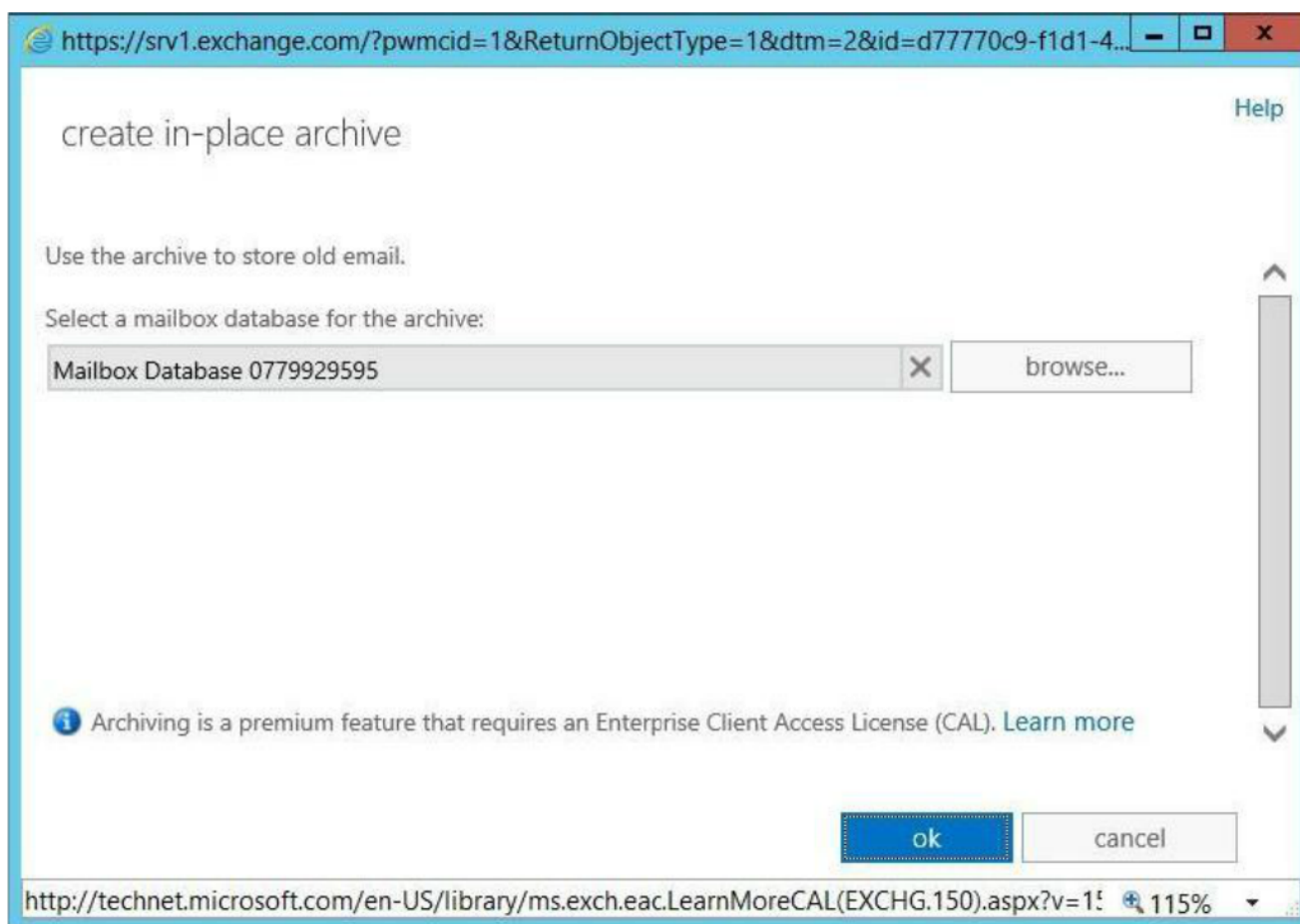




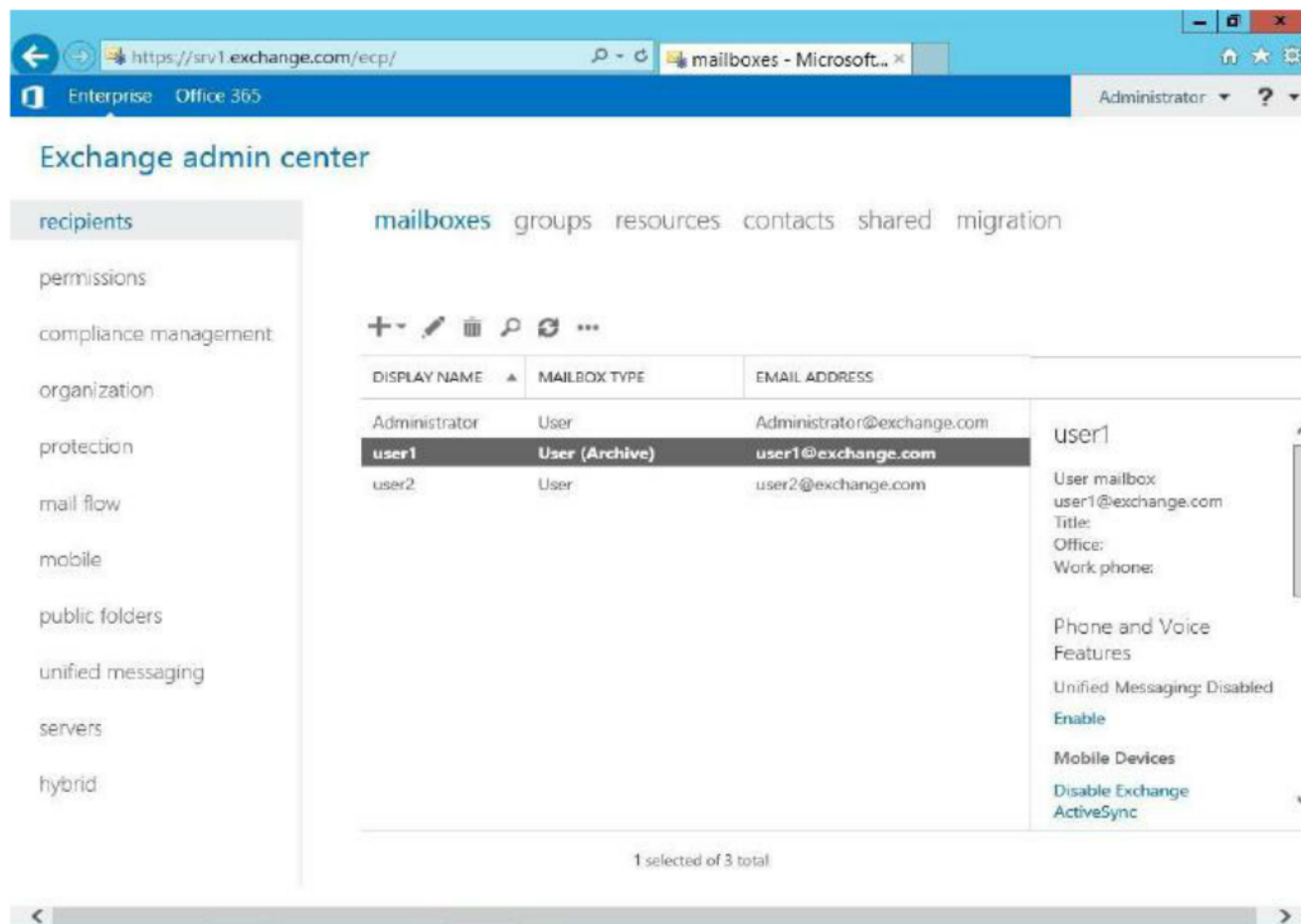
- Select **Database**→click **Ok**



- Click **Ok**

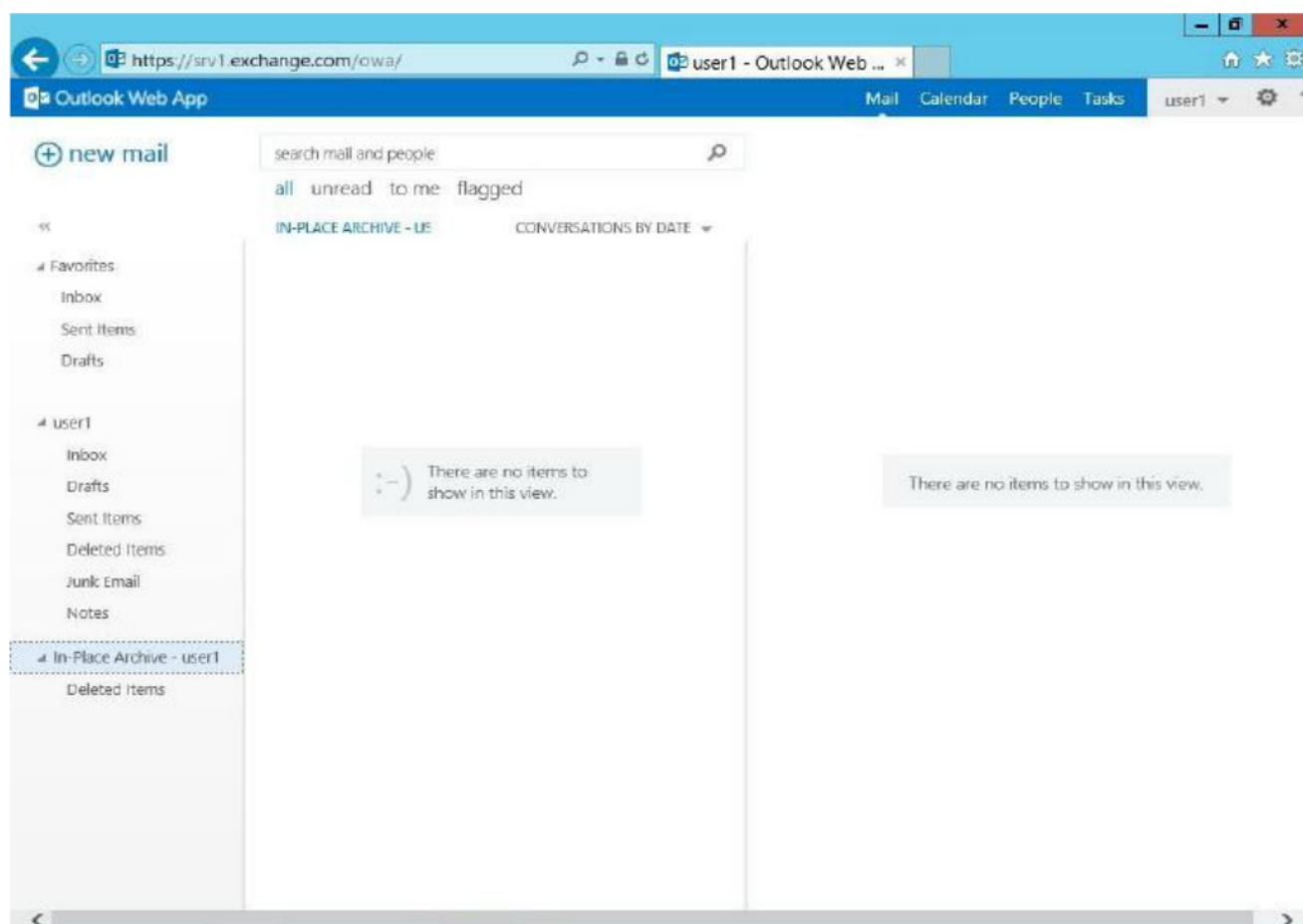


- In EAC verify **Enabled Archive Mailbox** for **User1**



#### Verification:

- Login as **User-1** in **Outlook Web App** & verify **Enabled Archive Mailbox**



## Lab – 24: Creating Public Folder Mailbox and Public Folder

### Objective:

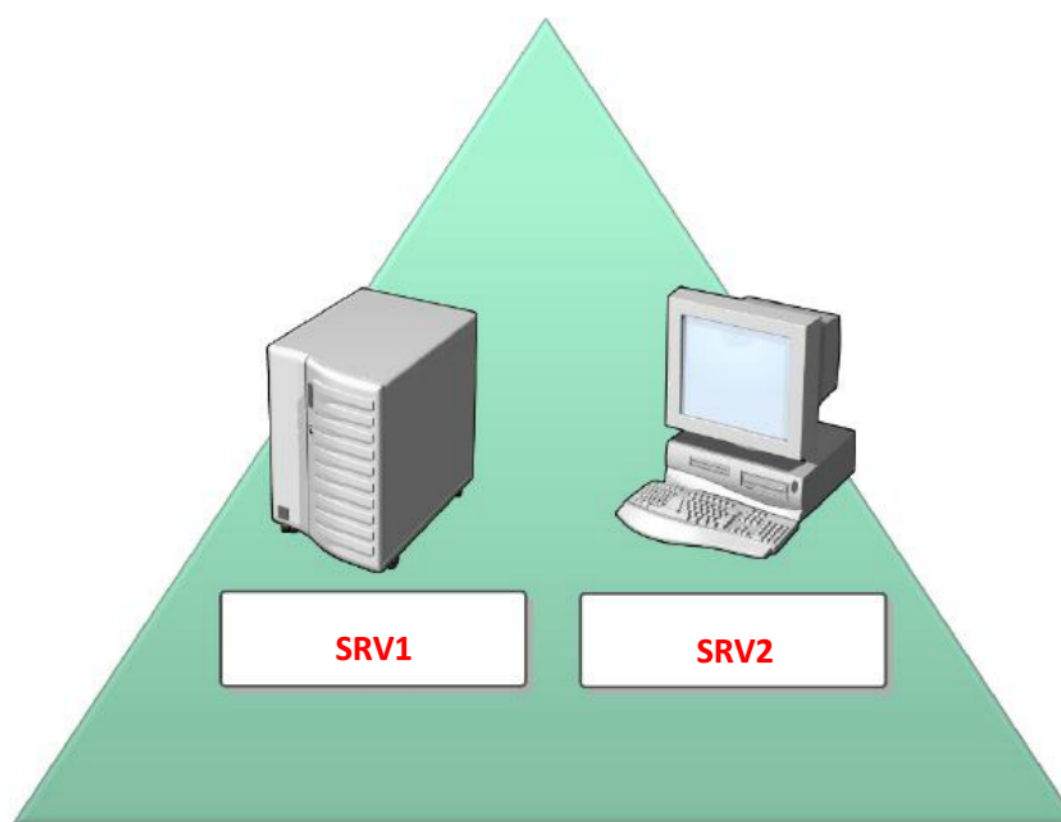
To manage Public Folder Mailbox and Public Folders for sharing resources

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

### Topology:



**EXCHANGE.COM**

#### SRV1

##### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

##### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

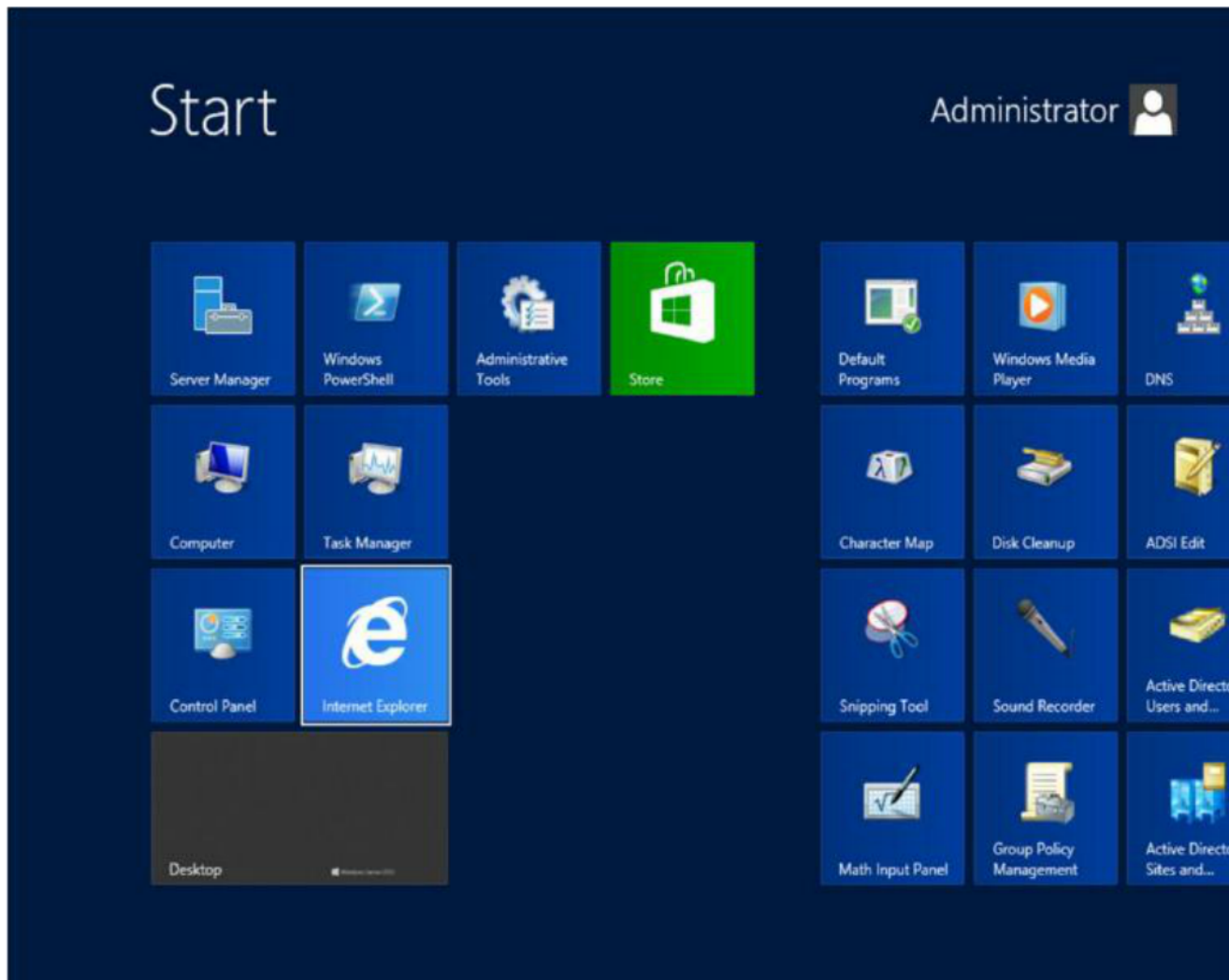


**Steps:**

- **Start**



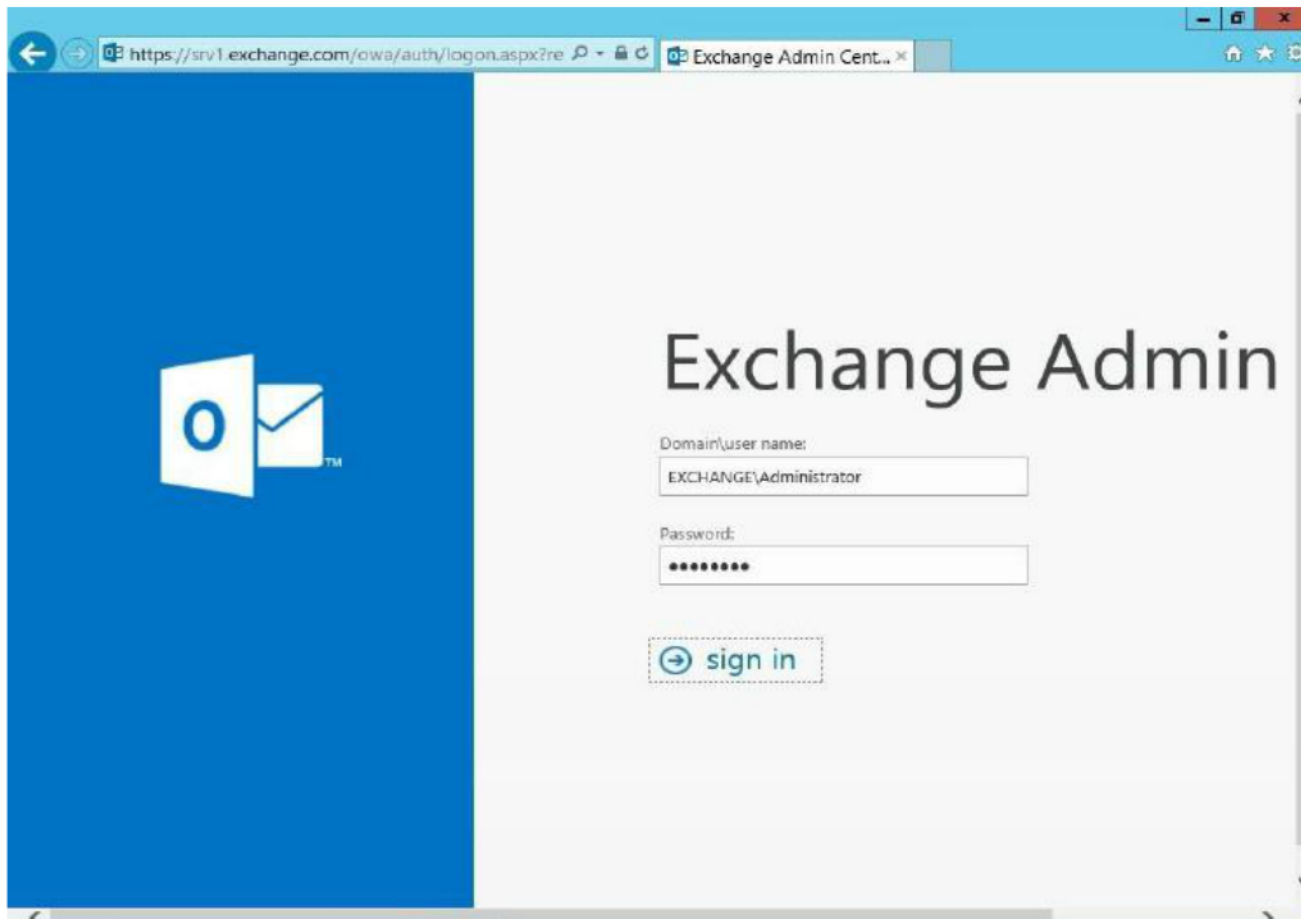
- **Open Internet Explorer**



- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)

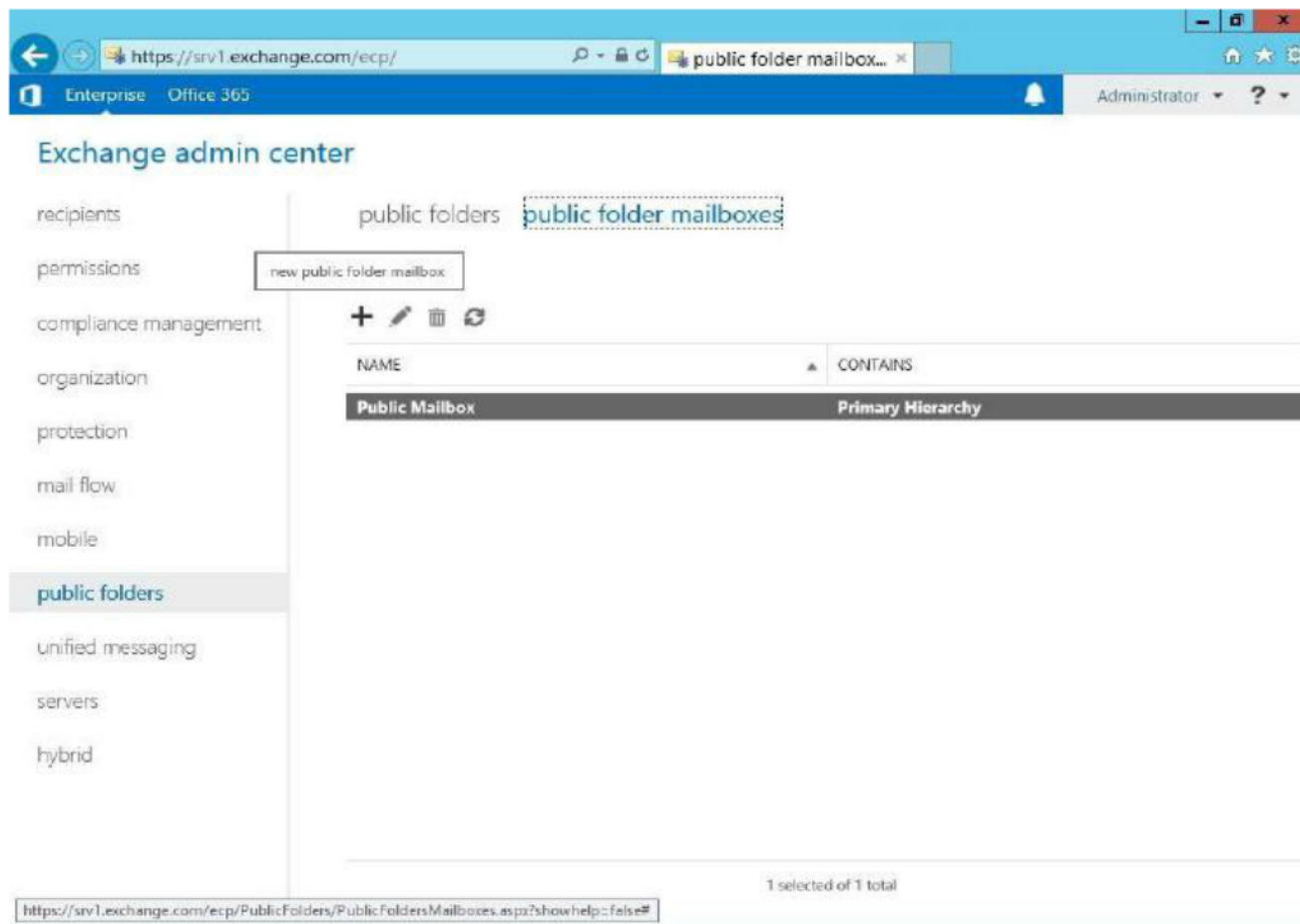


- Enter **User Name and Password**→click **sign in**

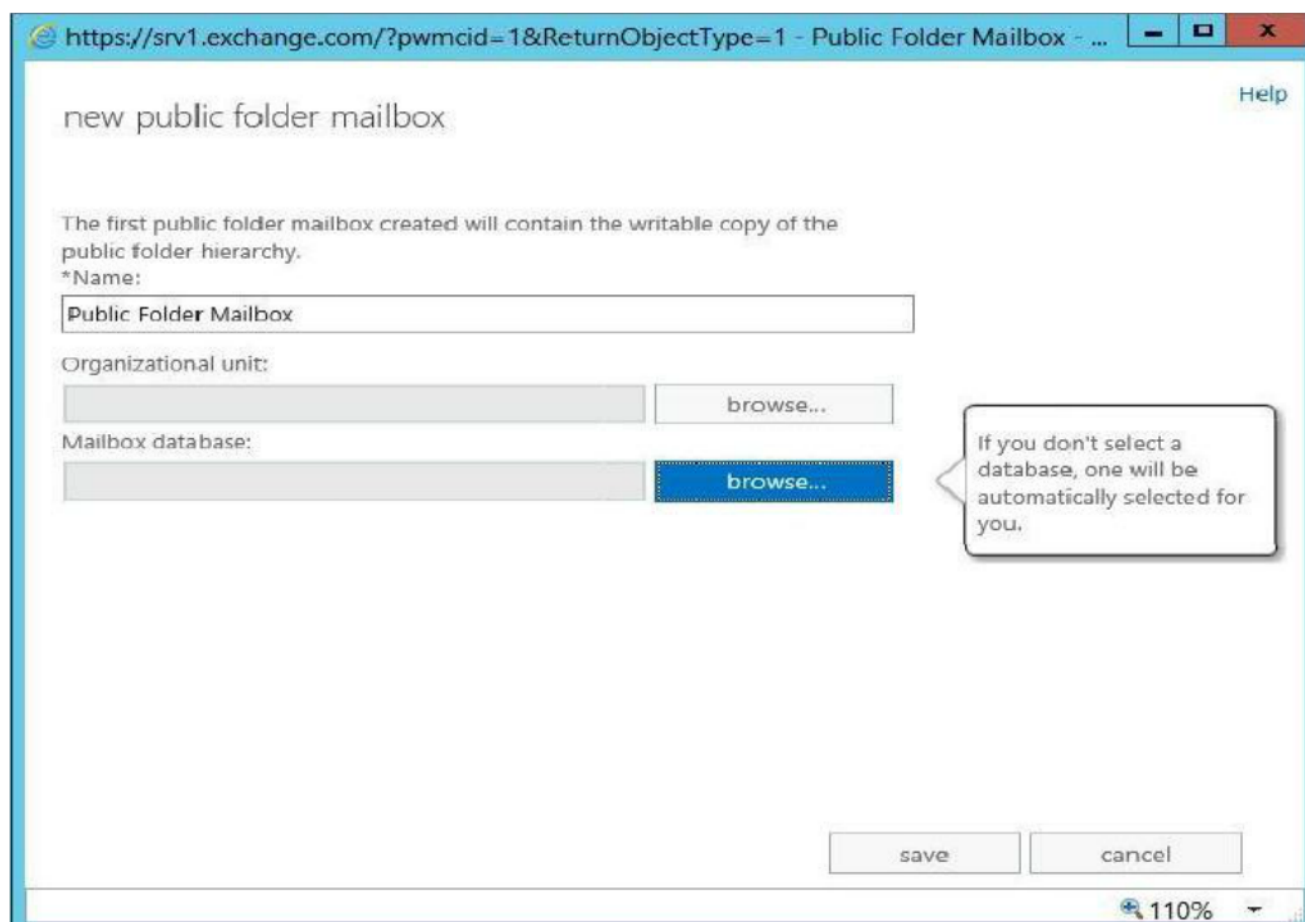




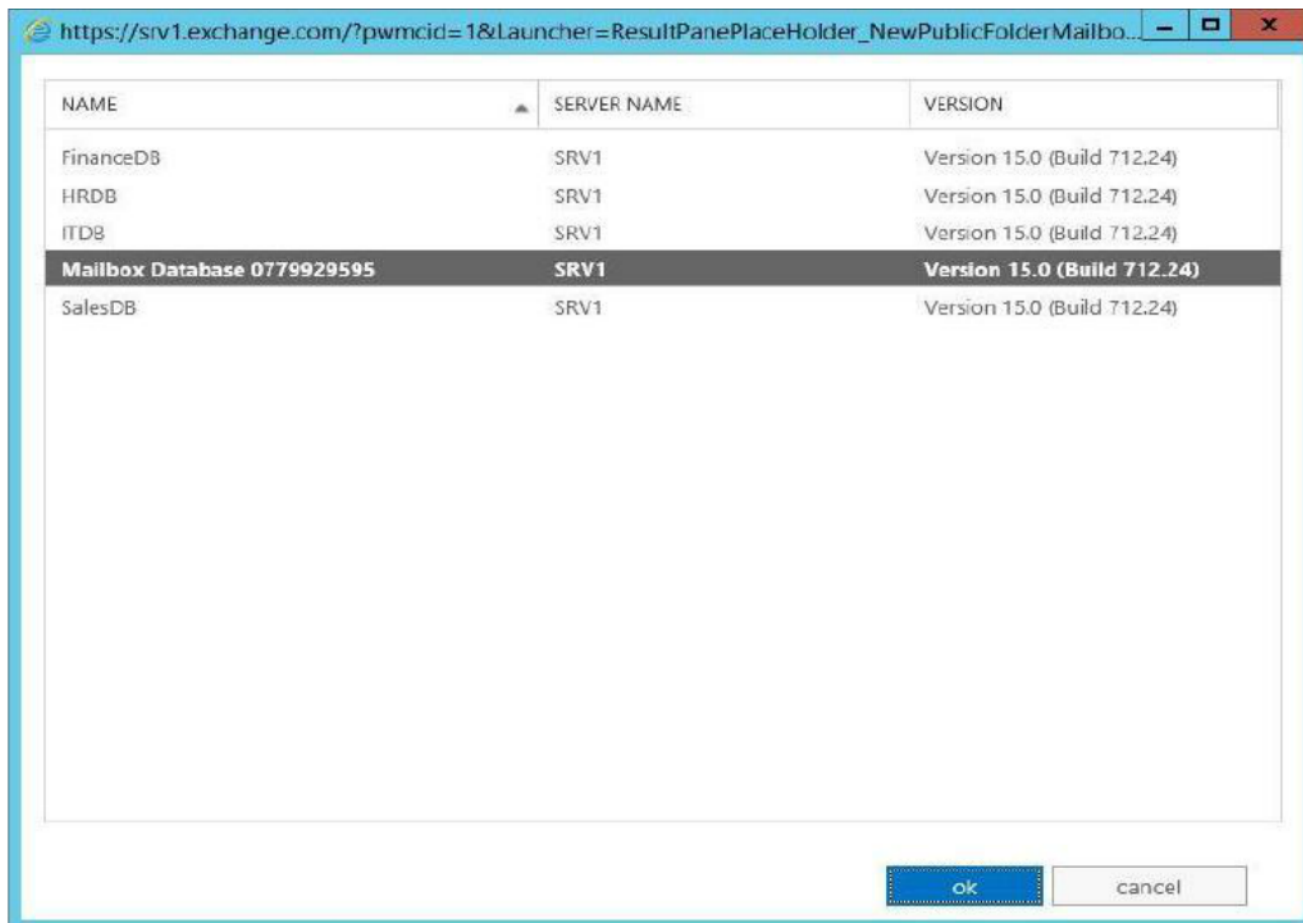
- In **EAC**→select **Public Folders**→select **Public Folder Mailbox**→click **New Public Folder Mailbox**



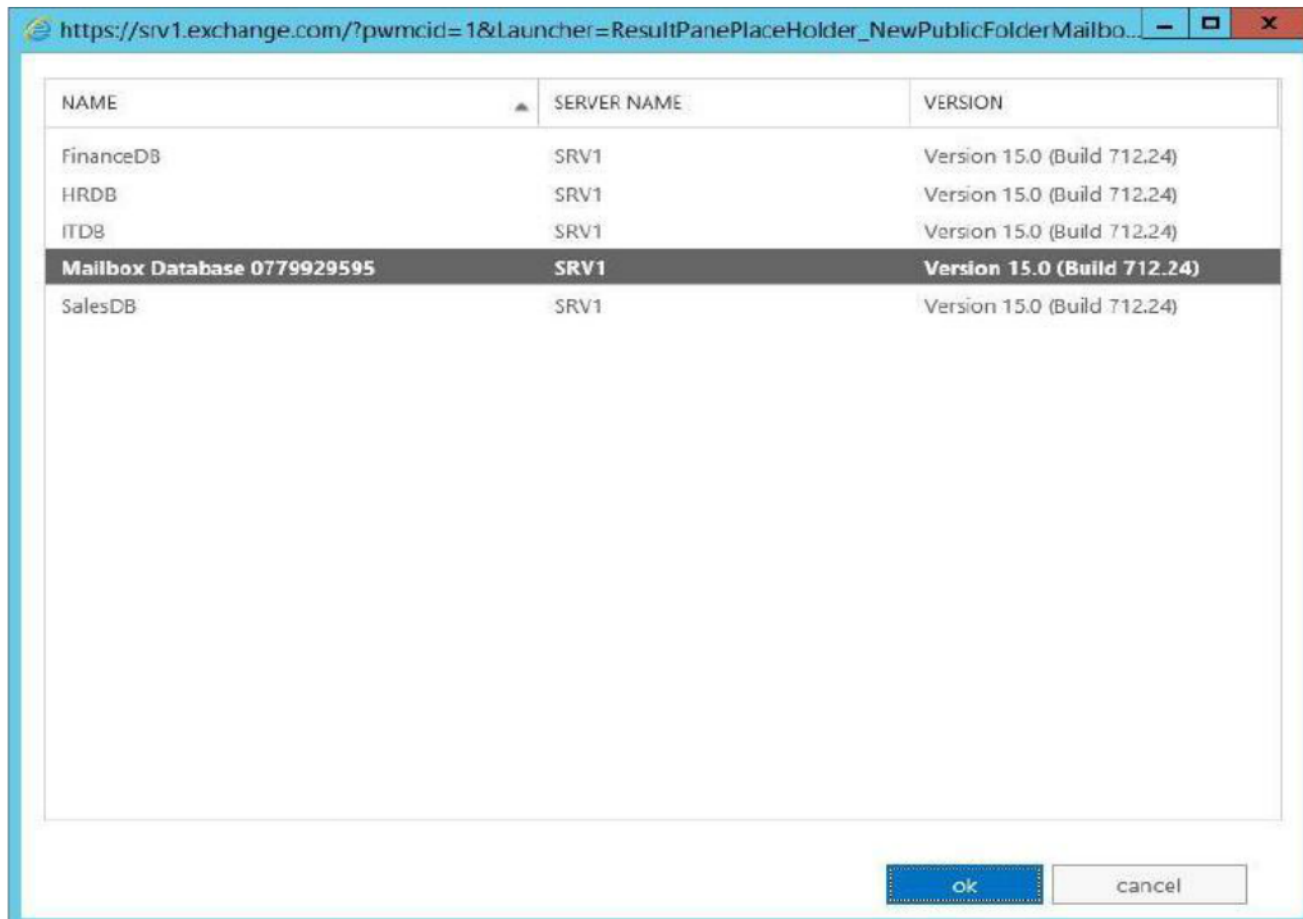
- Enter **Public Folder Mailbox Name** (Ex:-**Public Folder Mailbox**)→click **Browse**



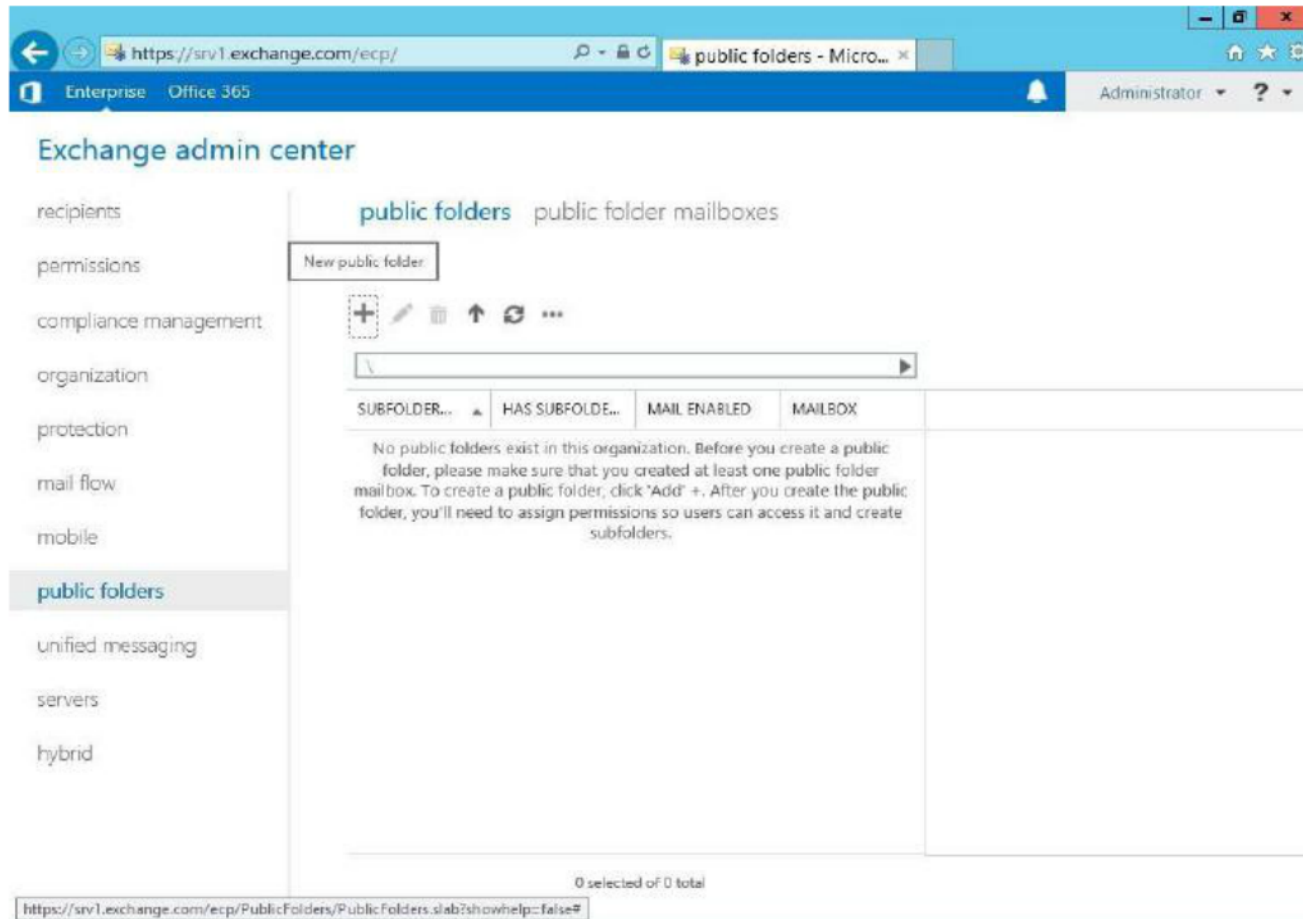
- Select **Database** (Ex:-Mailbox Database)→click **Ok**



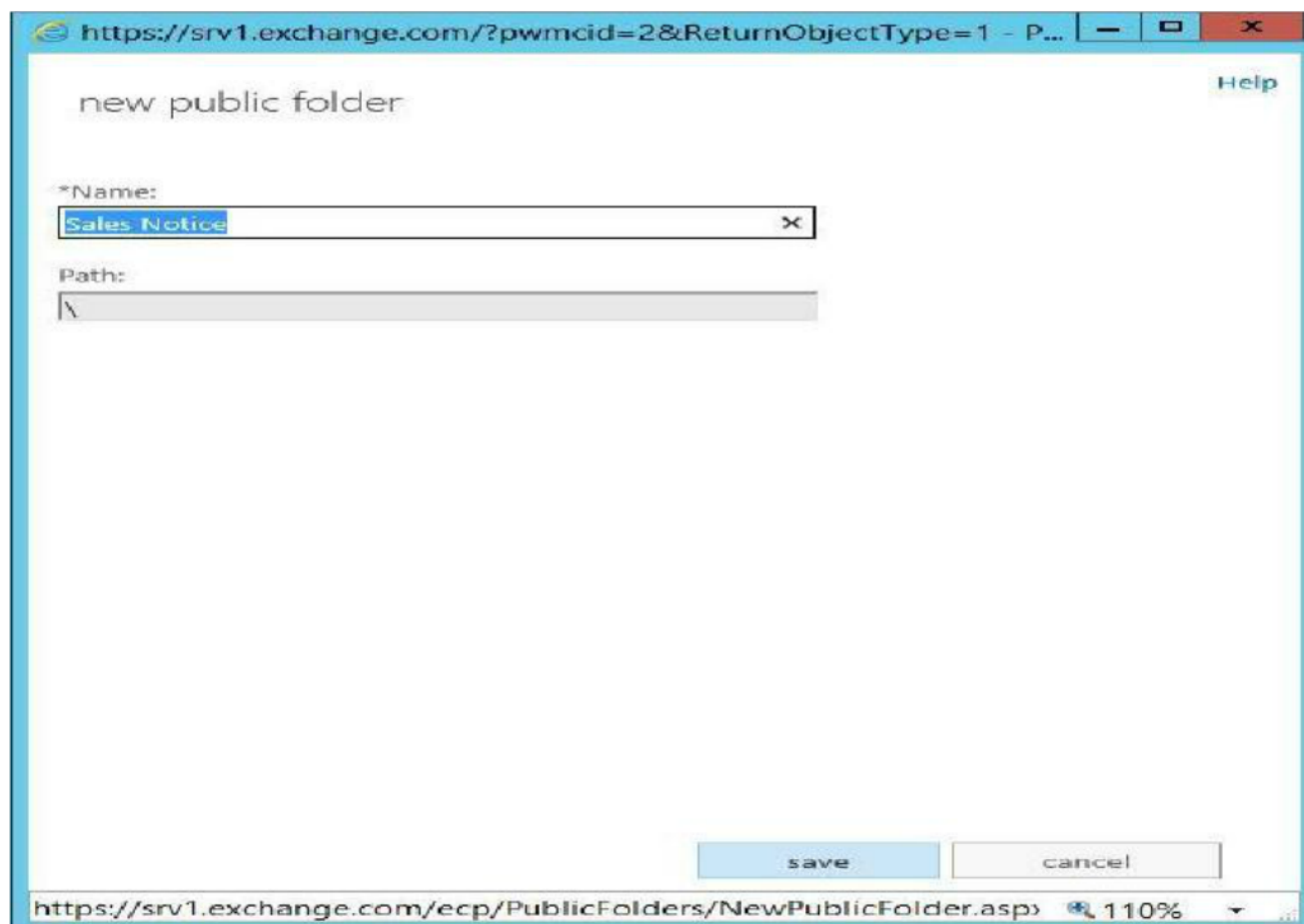
- Click **Save**



- Select **Public Folders Tab**→click **New Public Folder**

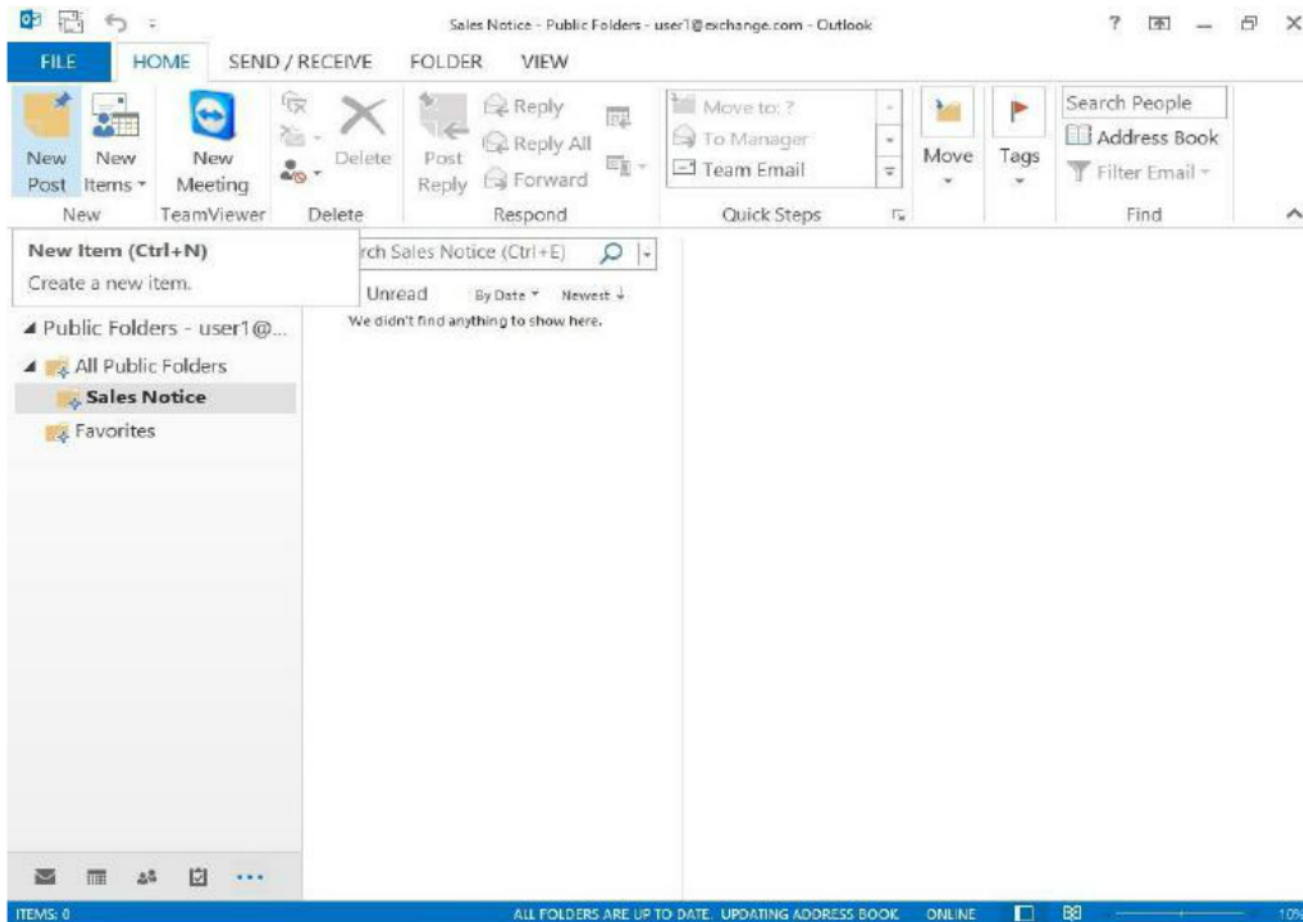


- Enter **Public Folder name (Ex:-Sales Notice)**→click **Save**

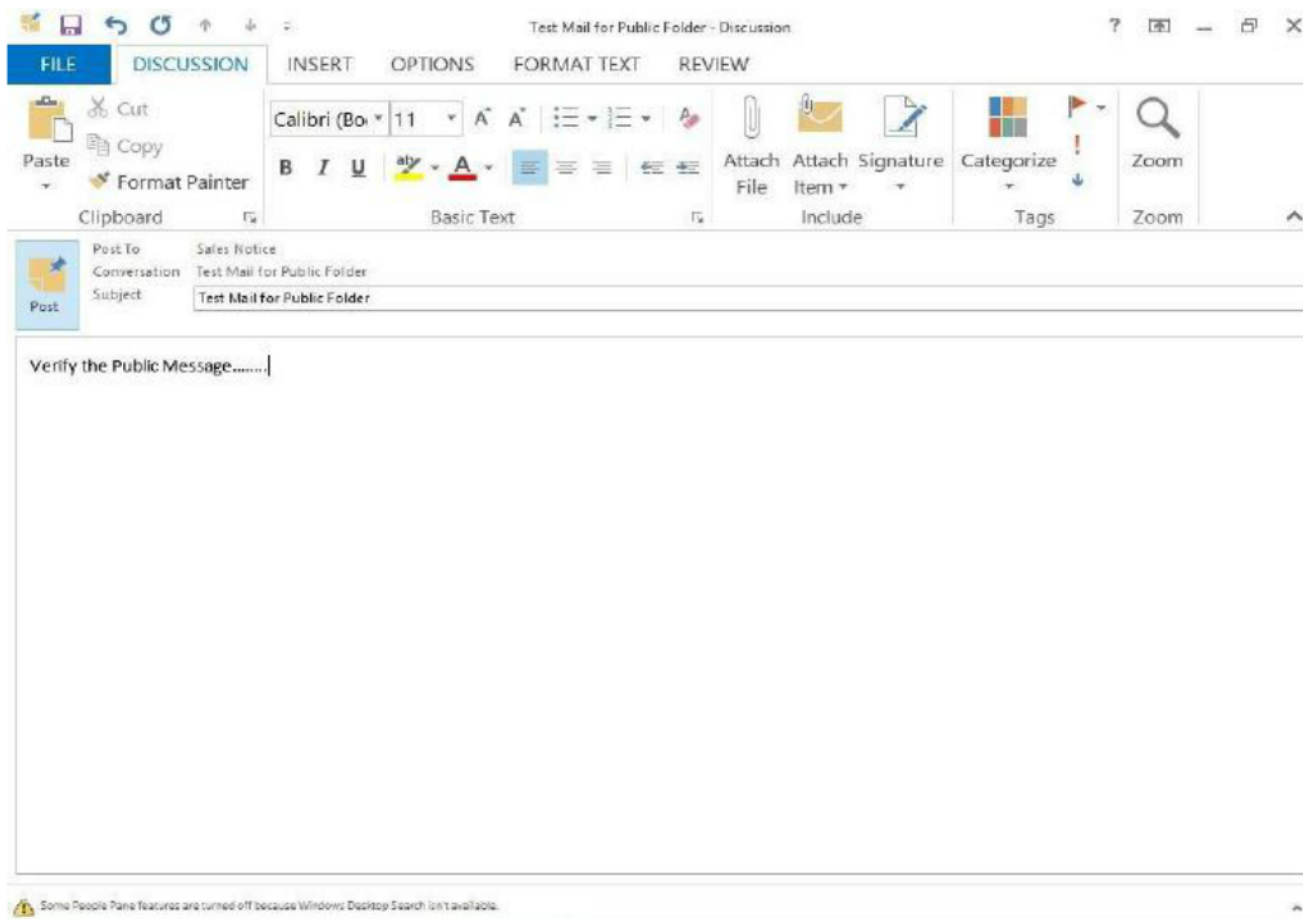


## Verification:

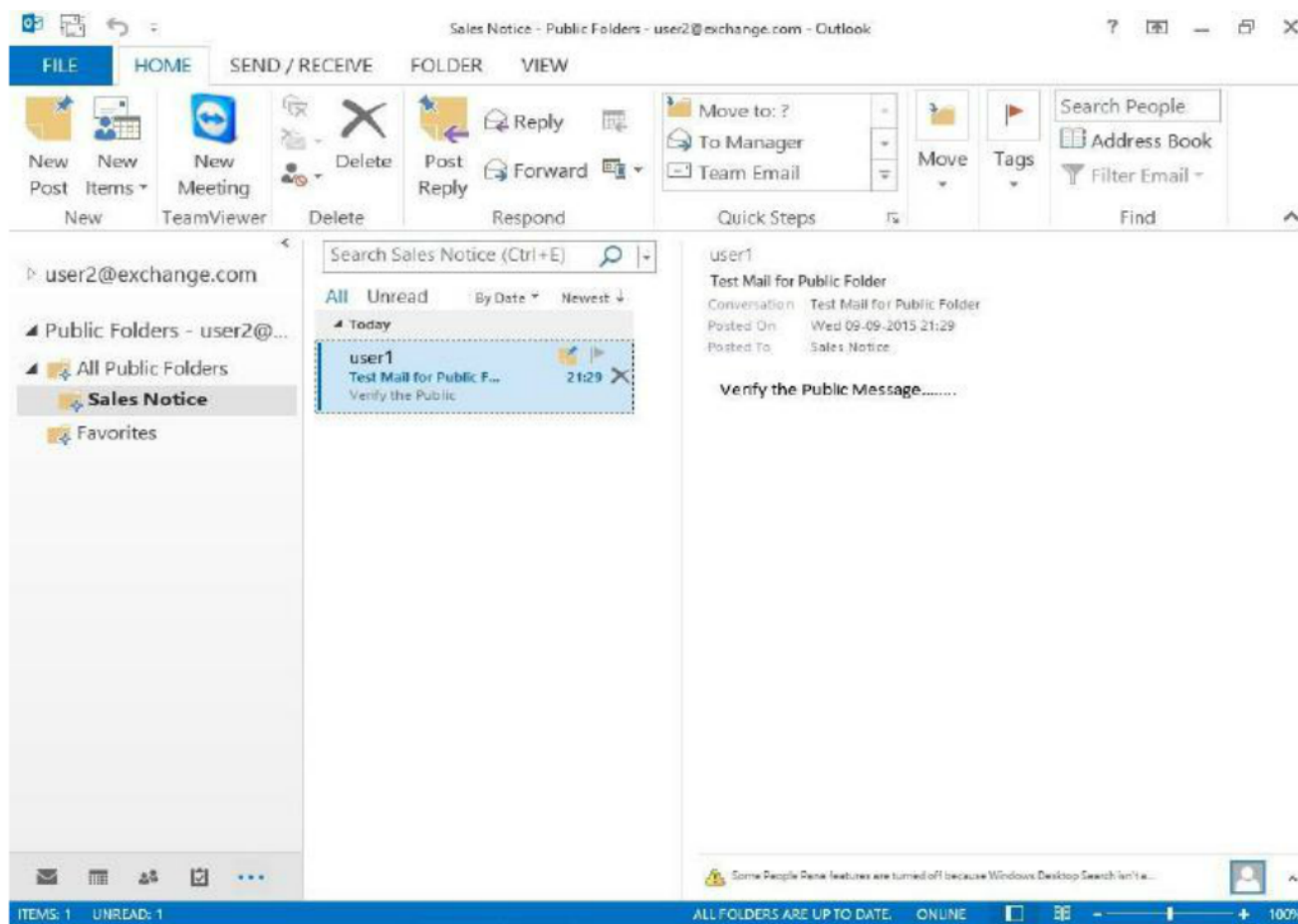
- Login as user (Ex:-**User1**) in **MS Office Outlook**→expand **Public Folders, All Public Folders**→select **Sales Notice**→select **New Post**



- Enter **Subject** and **Message**→click **Post**



Login as user (**Ex:-User2**) in **MS Office Outlook**→access **Public Folder Message**





## Lab – 25: Enabling Malware Filter

### Objective:

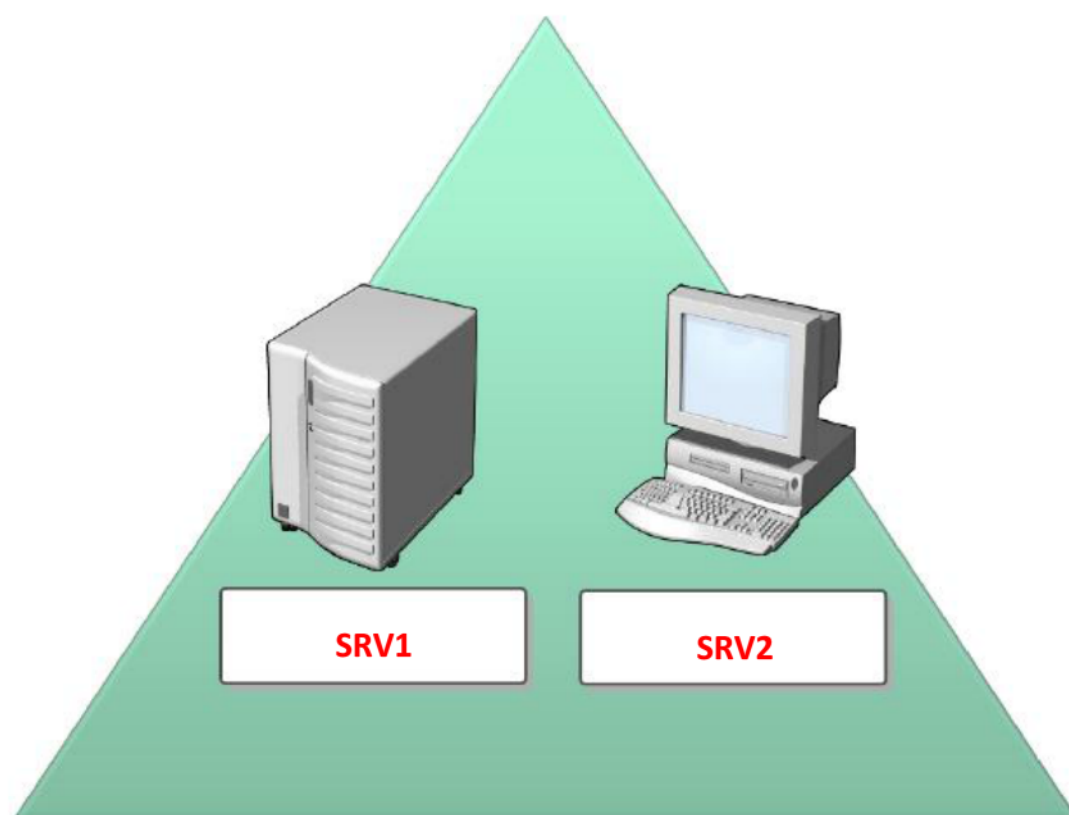
To prevent malicious emails from reaching Exchange users

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Exchange Server application installed.
- A computer running Windows 7 with MS Office 2013 installed.

### Topology:



### EXCHANGE.COM

#### SRV1

#### Domain Controller

IP Address	10.0.0.1
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

#### SRV2

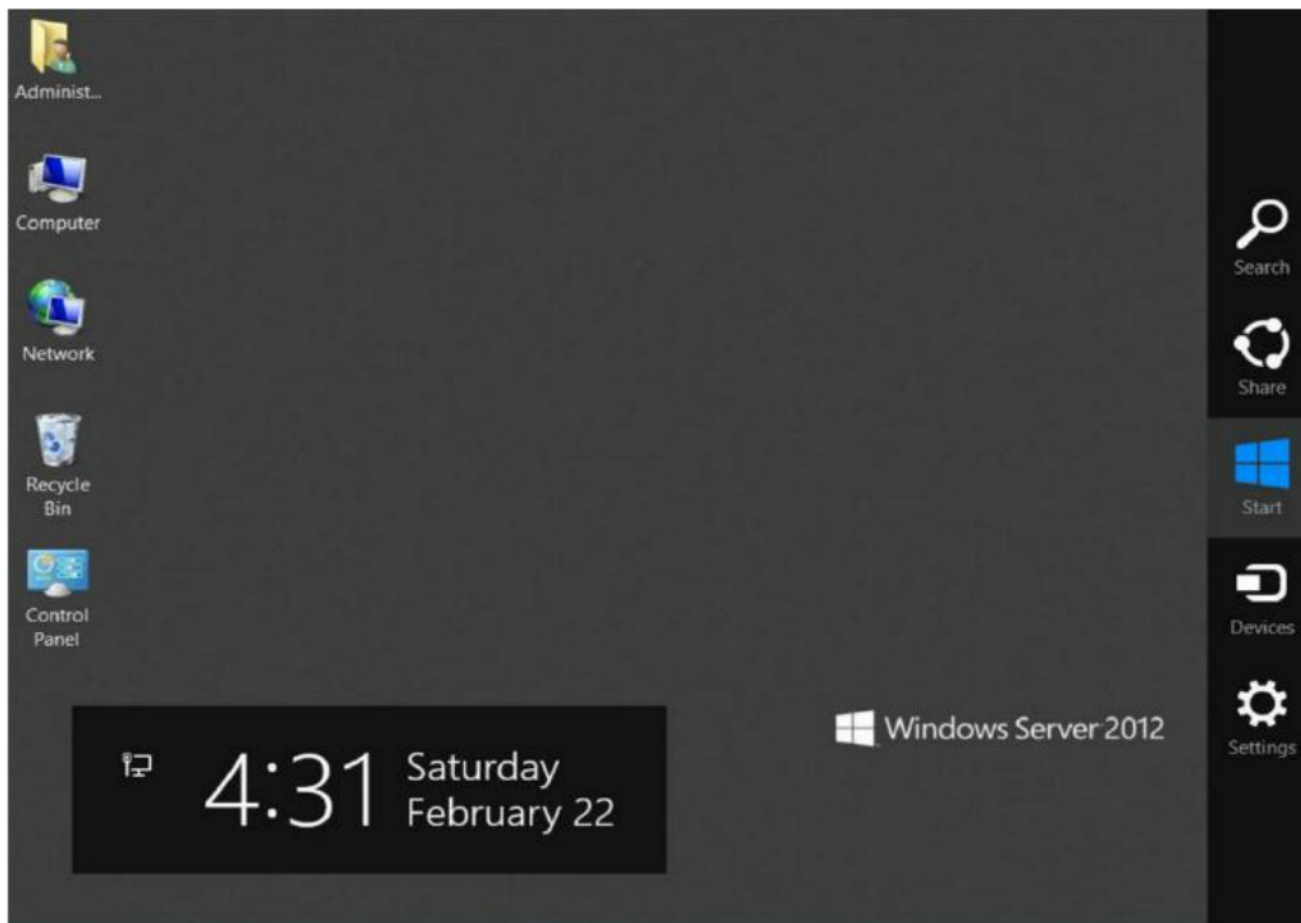
#### Client

IP Address	10.0.0.2
Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1

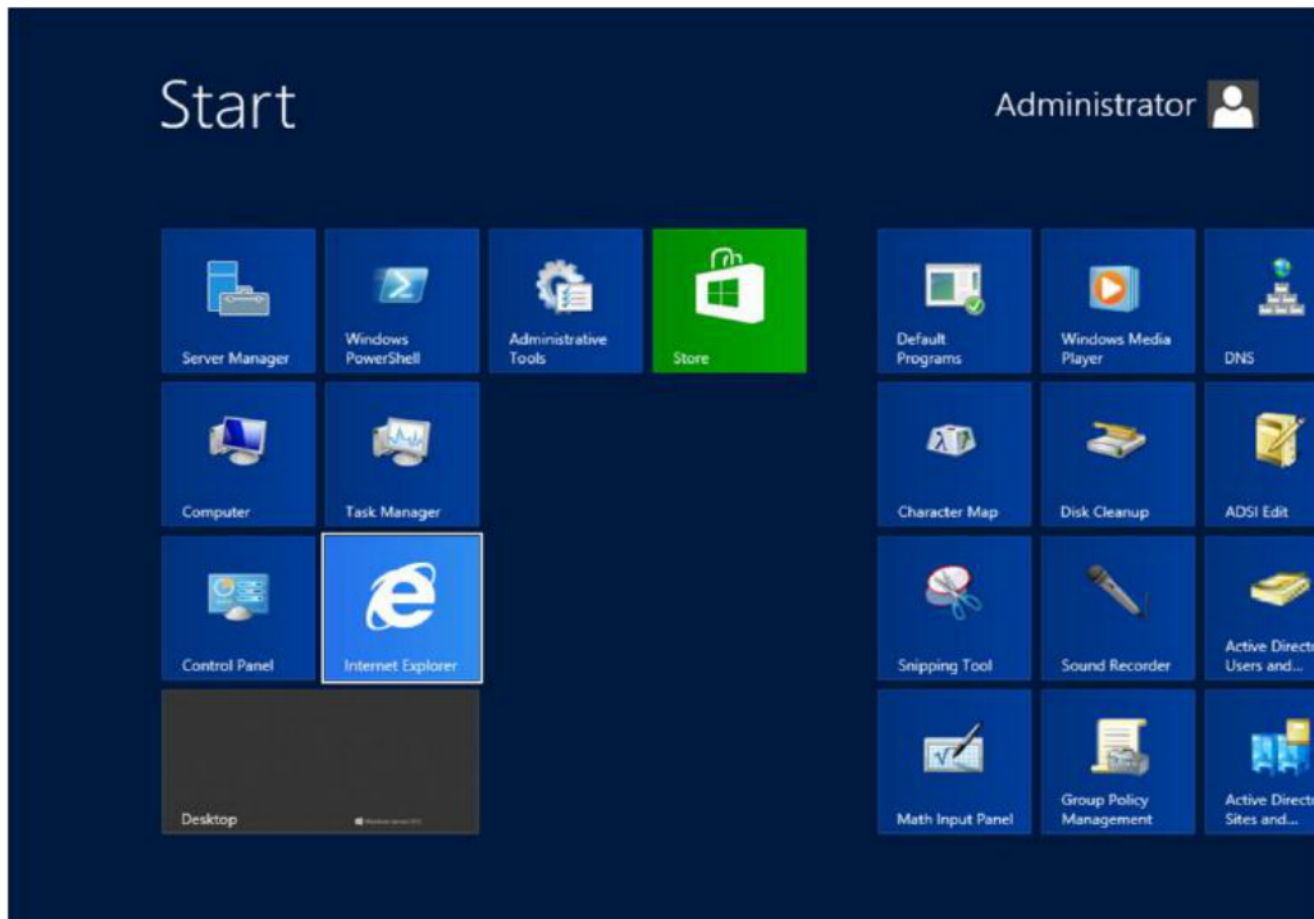


**Steps:**

- **Start**



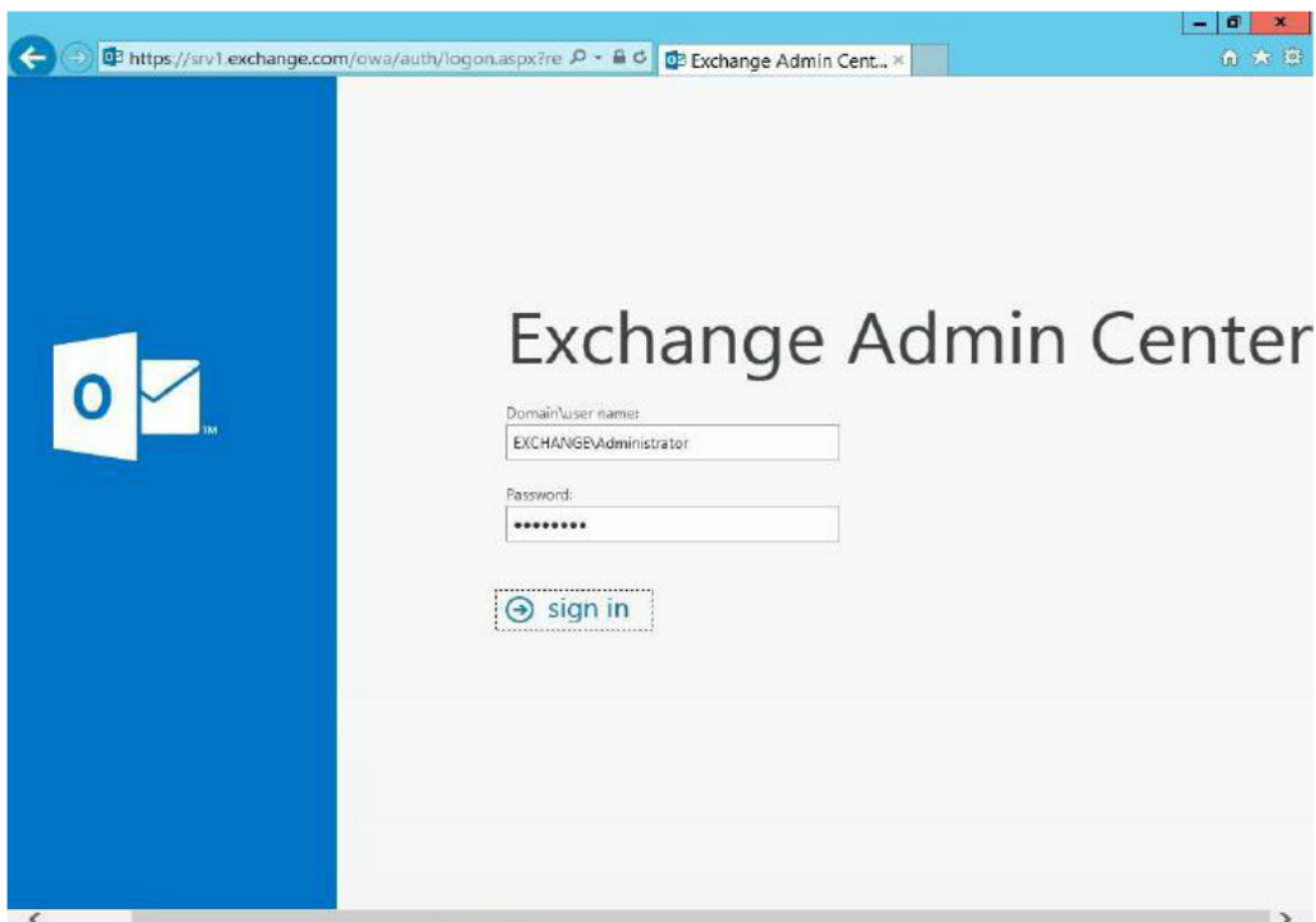
- **Open Internet Explorer**



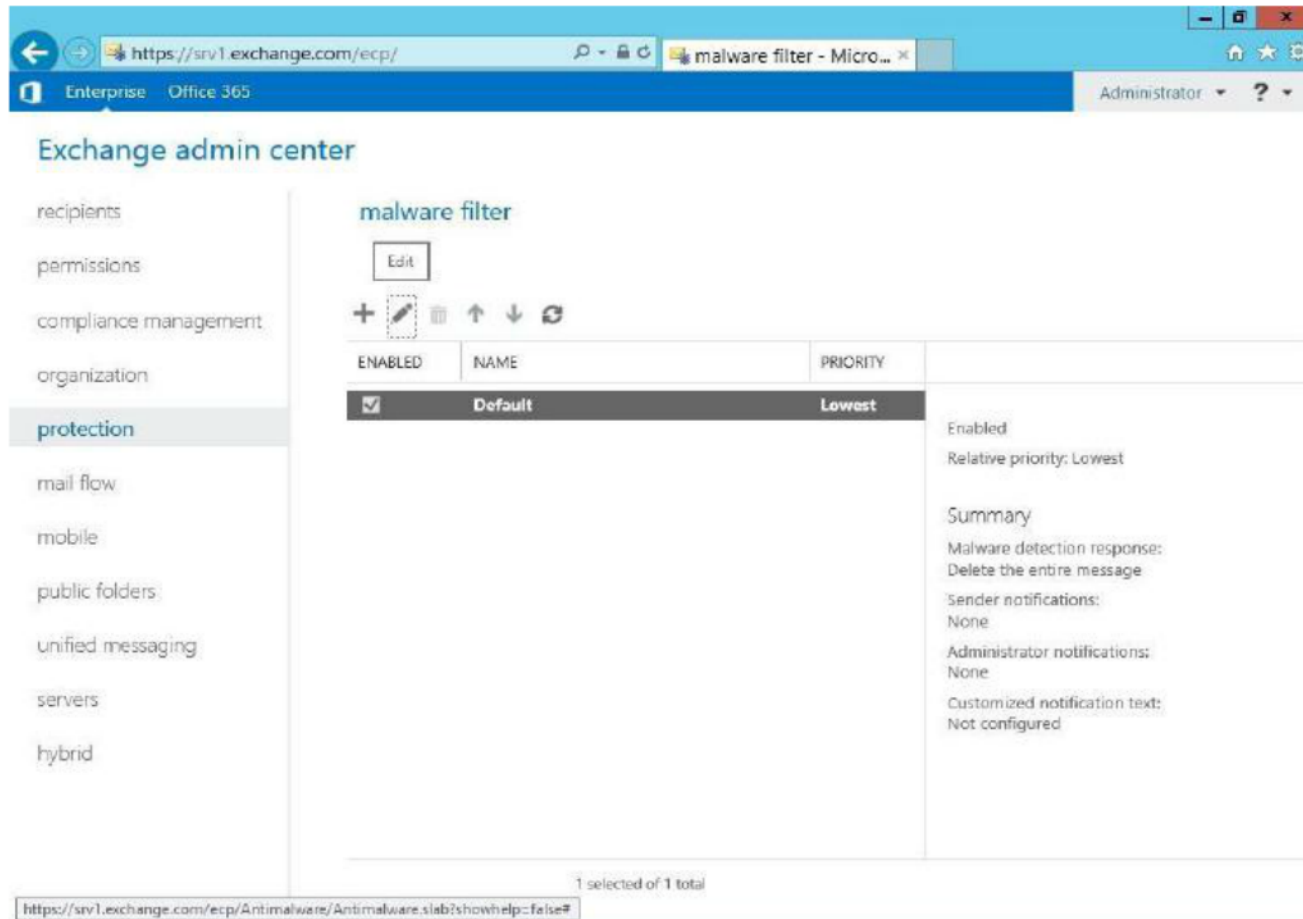
- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)



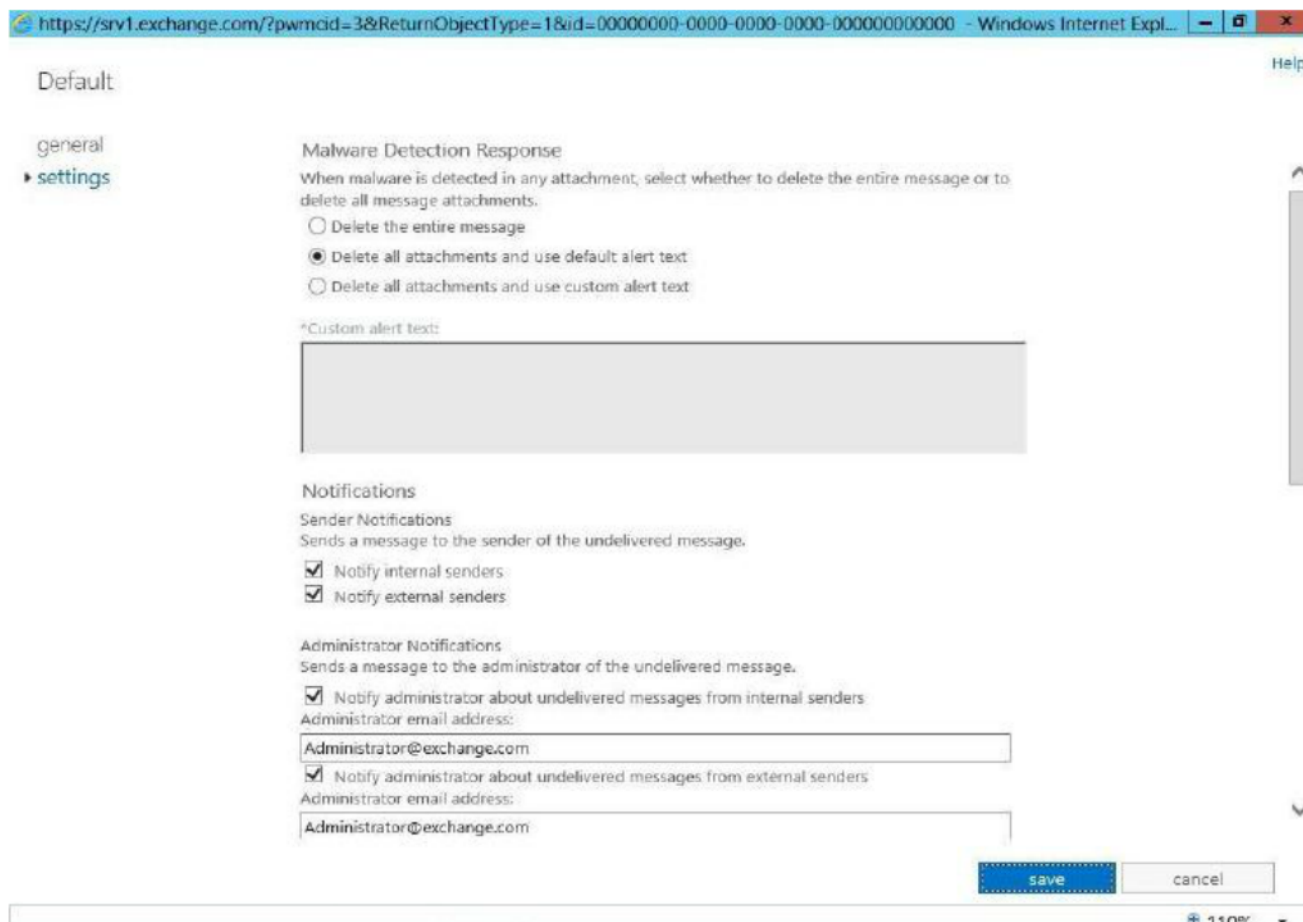
- Enter **User Name and Password**→click **sign in**



- In **EAC**→select **Protection**→click **Edit**

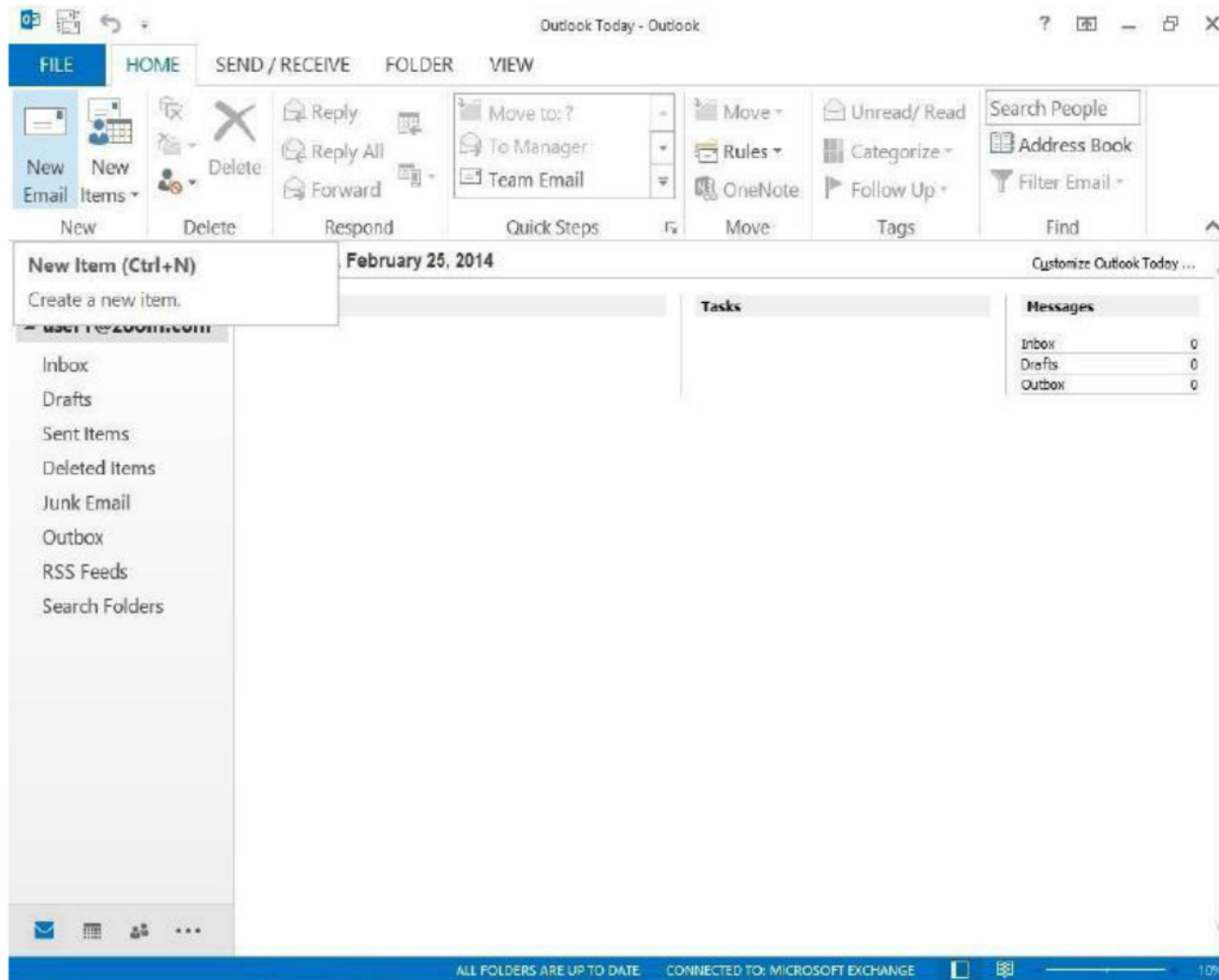


- Select **settings**→click **delete attachments**→check **Notify Internal & External Senders**→enter email address (**Ex:-administrator@exchange.com**)→click **Save**

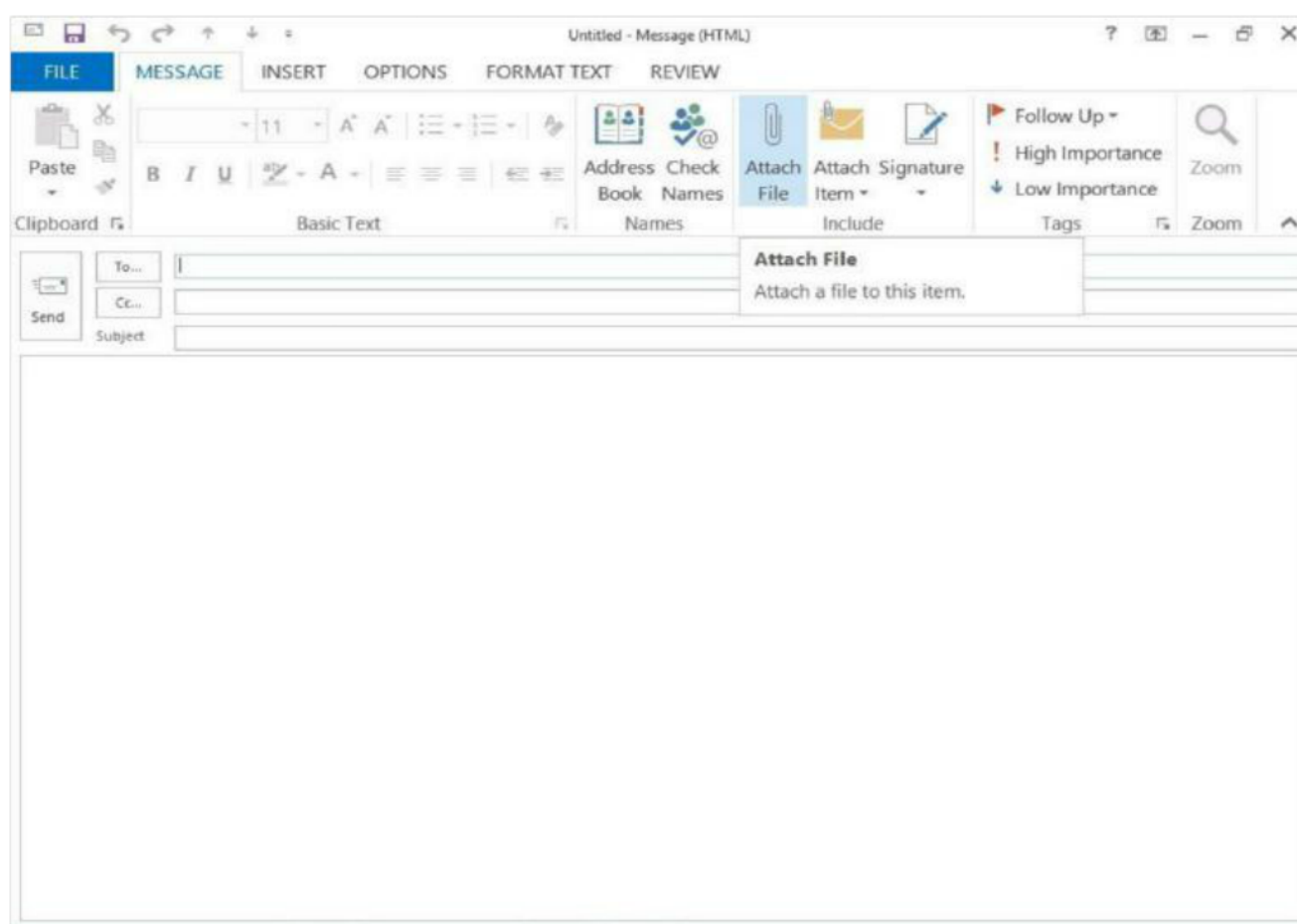


## Verification:

- Login as user (**Ex:-User1**) in **MS Office Outlook**→click **New Mail**

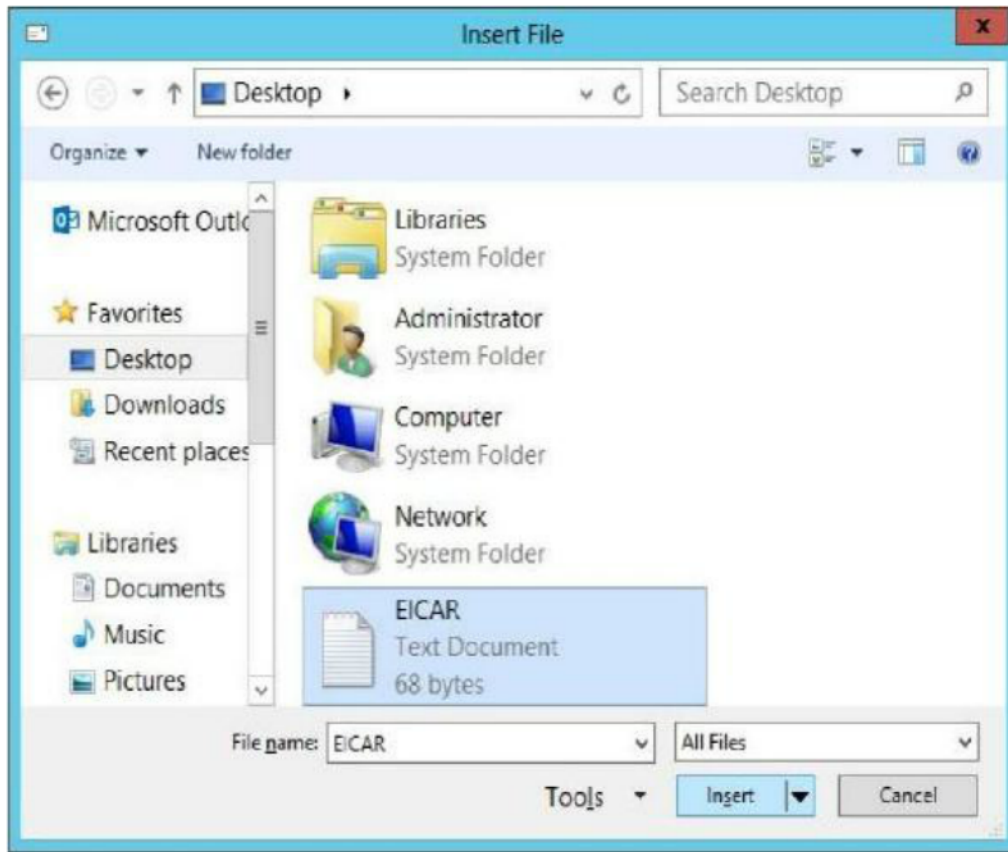


- Click **Attach File**

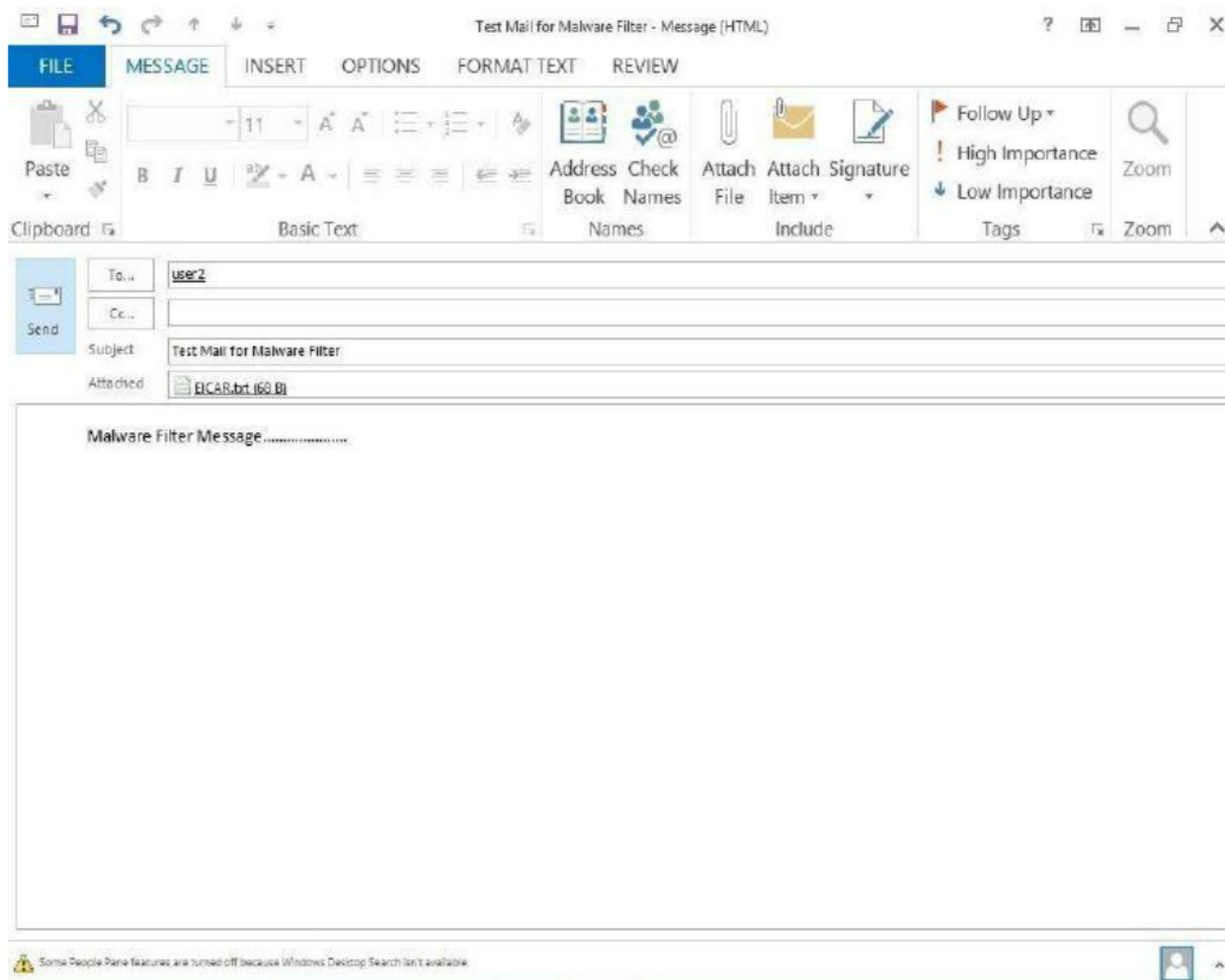




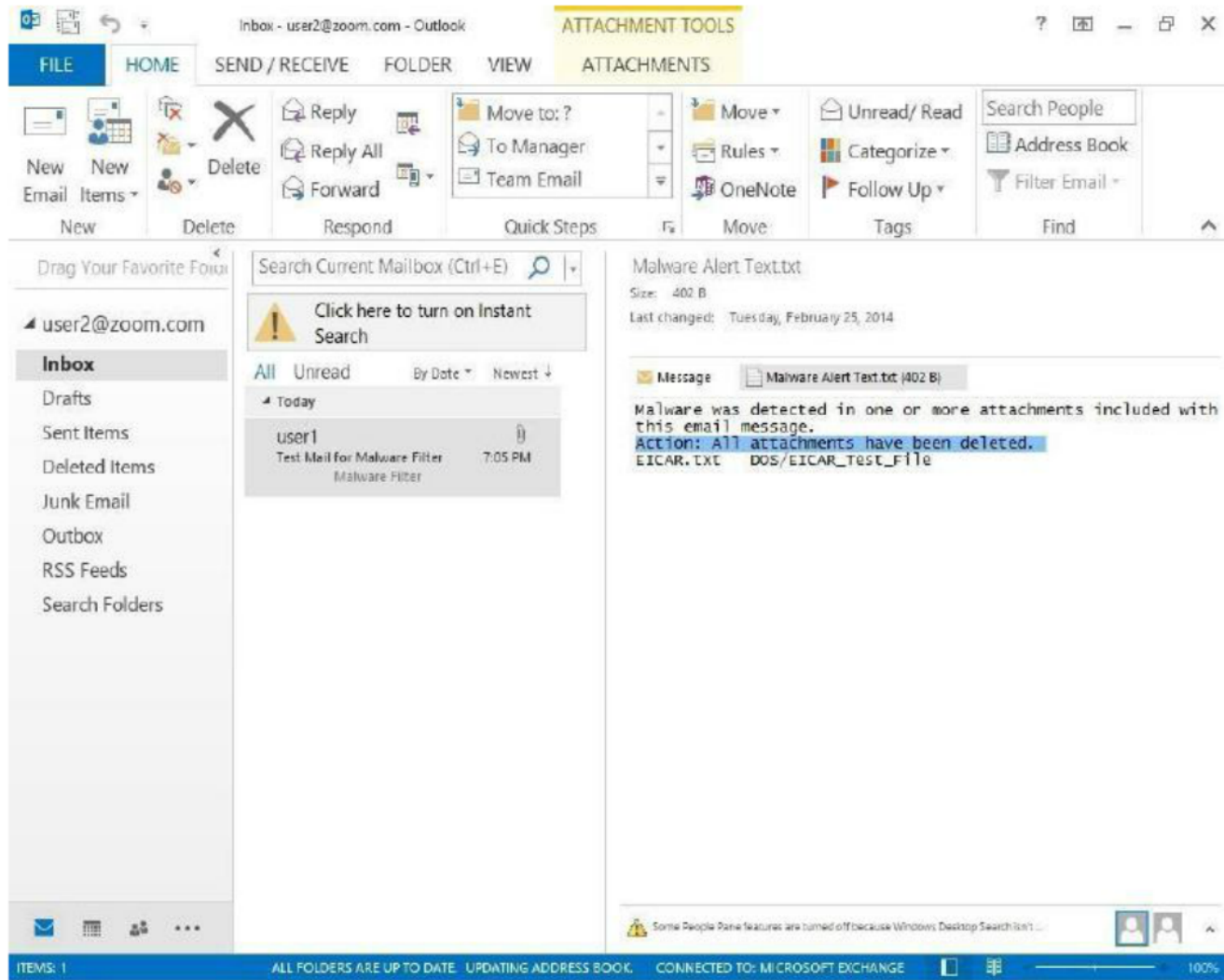
- Select **EICAR** file→click **Insert**



- Enter user in To tab (**Ex:-User2**)→enter **subject**→click **Send**



- Login as user (**Ex:-User2**)→open **EICAR** file & verify the **notification** from **Exchange**



## Lab – 26: Configuring High Availability for Exchange 2013

### Objective:

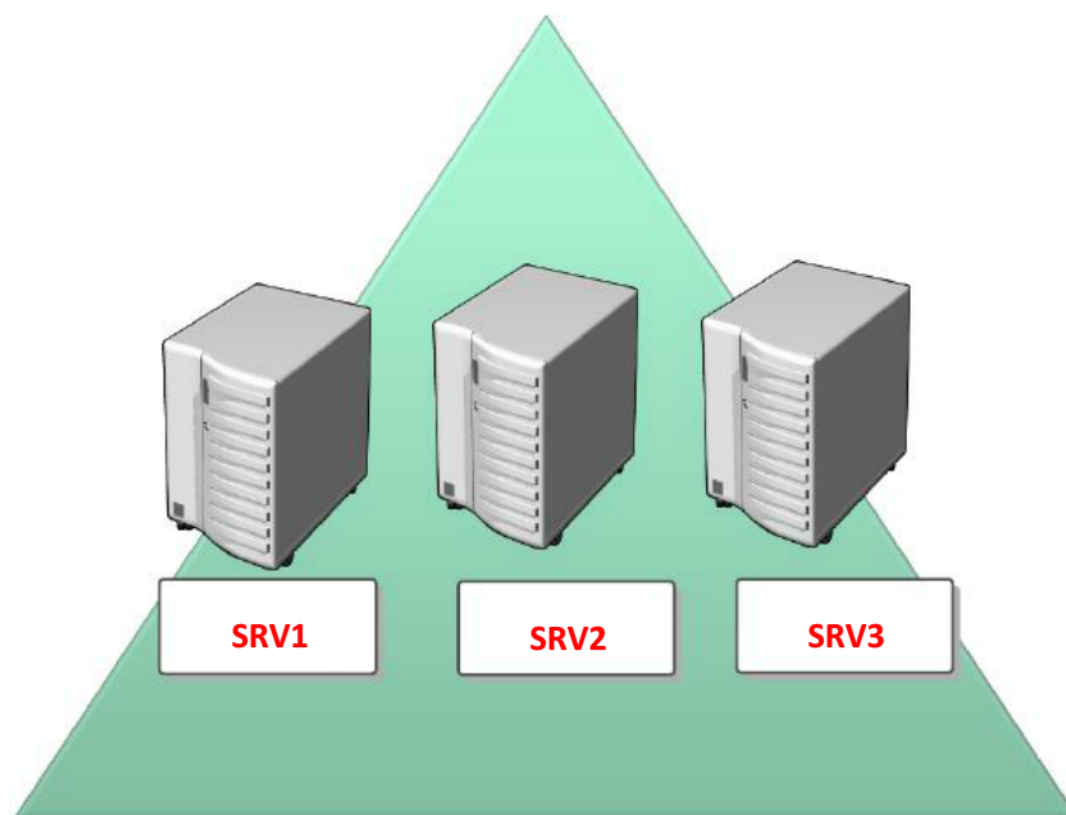
To configure High Availability Services for Exchange Server 2013, so that mail service is available 100% of the time

### Pre-requisites:

Before working on this lab, you must have

- A computer running Windows 2012 Server Domain Controller with Client Access Server installed.
- Two computers running Windows 2012 Server Member Servers with Mailbox Servers installed.

### Topology:

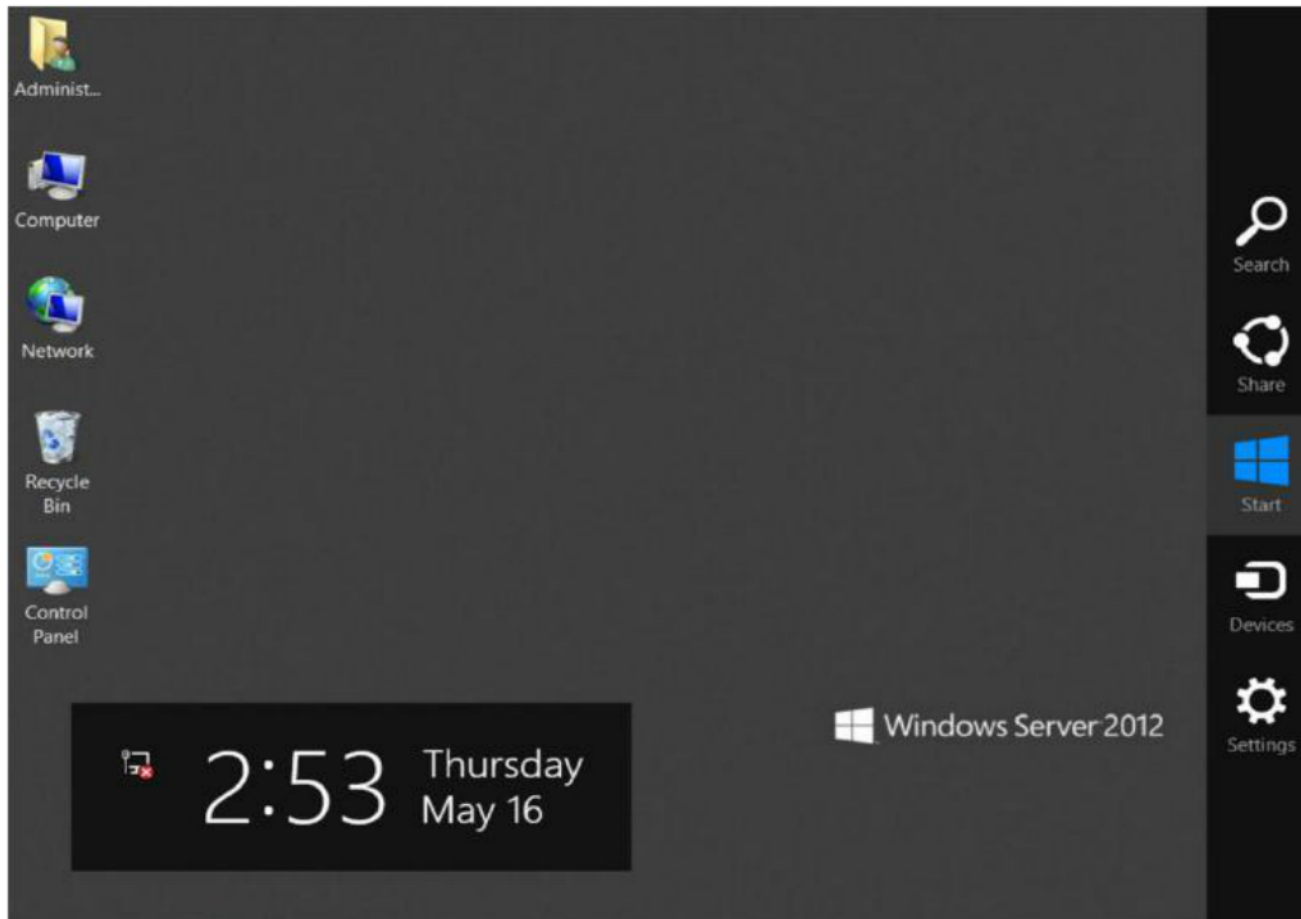


EXCHANGE.COM

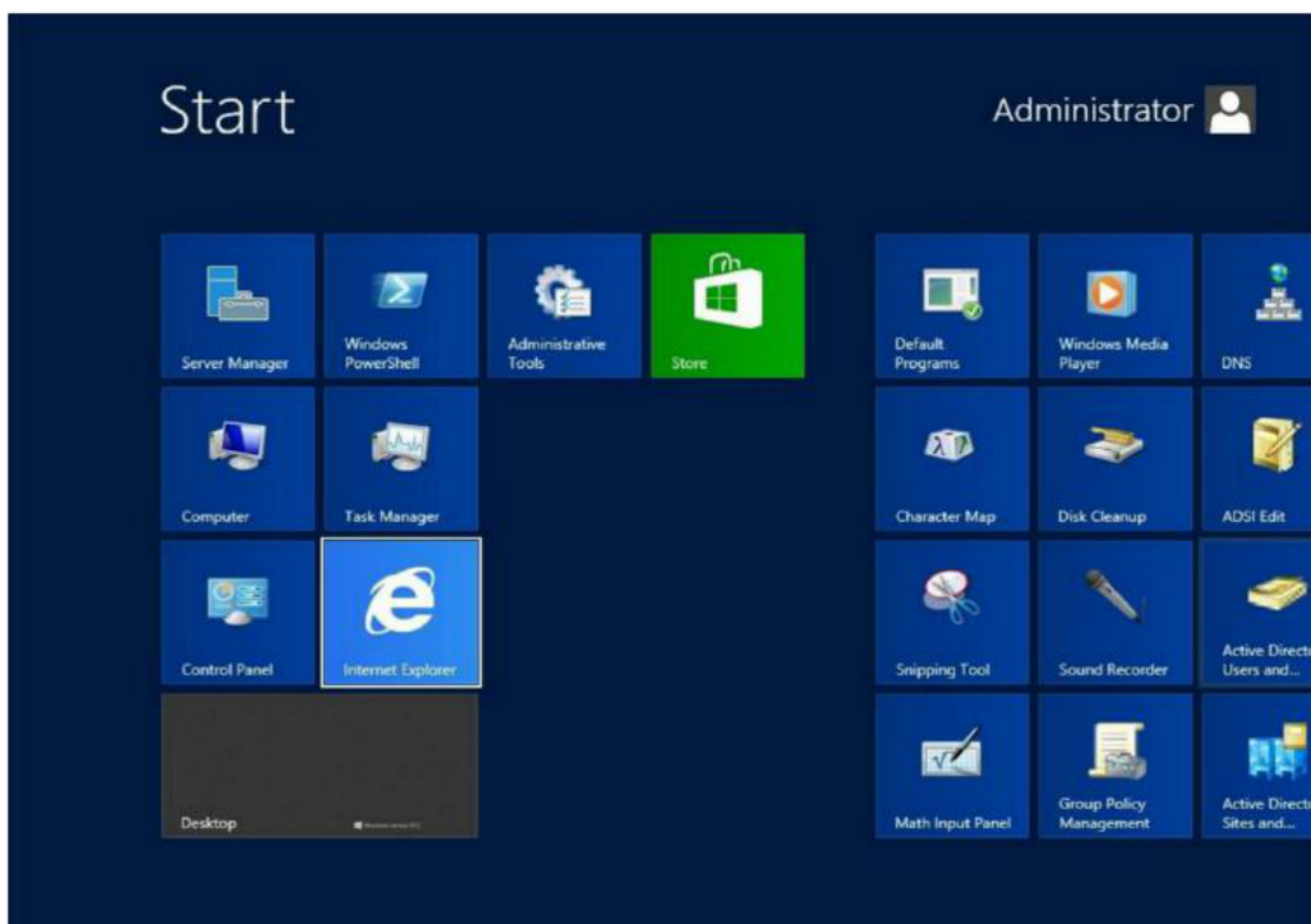
SRV1		SRV2		SRV3	
Domain Controller		Member Server		Member Server	
IP Address	10.0.0.1	IP Address	10.0.0.2	IP Address	10.0.0.3
Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0	Subnet Mask	255.0.0.0
Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1	Preferred DNS	10.0.0.1

## Steps: Creating Database Availability Group

- **Start**



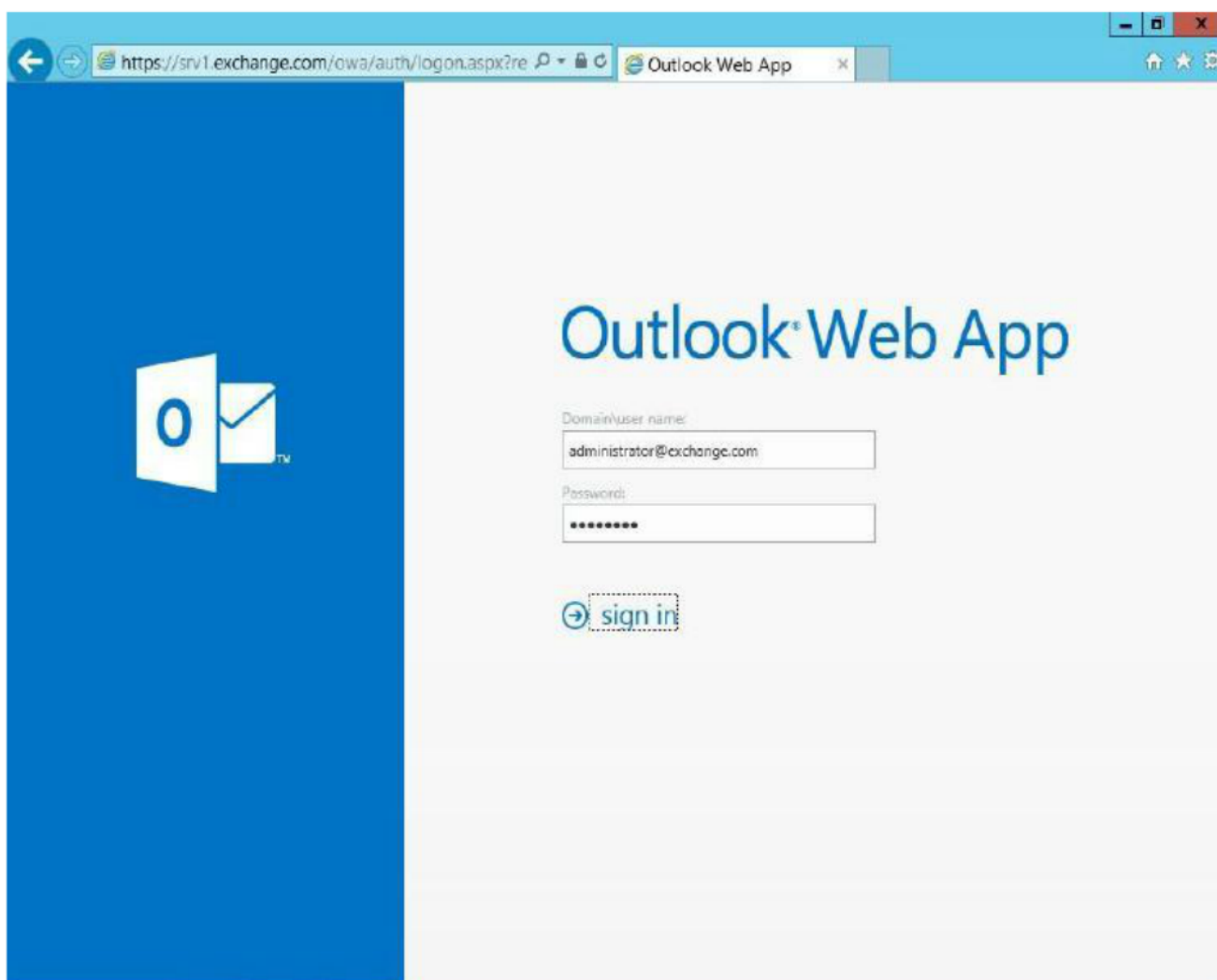
- **Open Internet Explorer**



- Enter the address `https://FullyQualified Domain Name / Virtual Directory Name`  
(Ex: `https://srv1.exchange.com/ecp`)

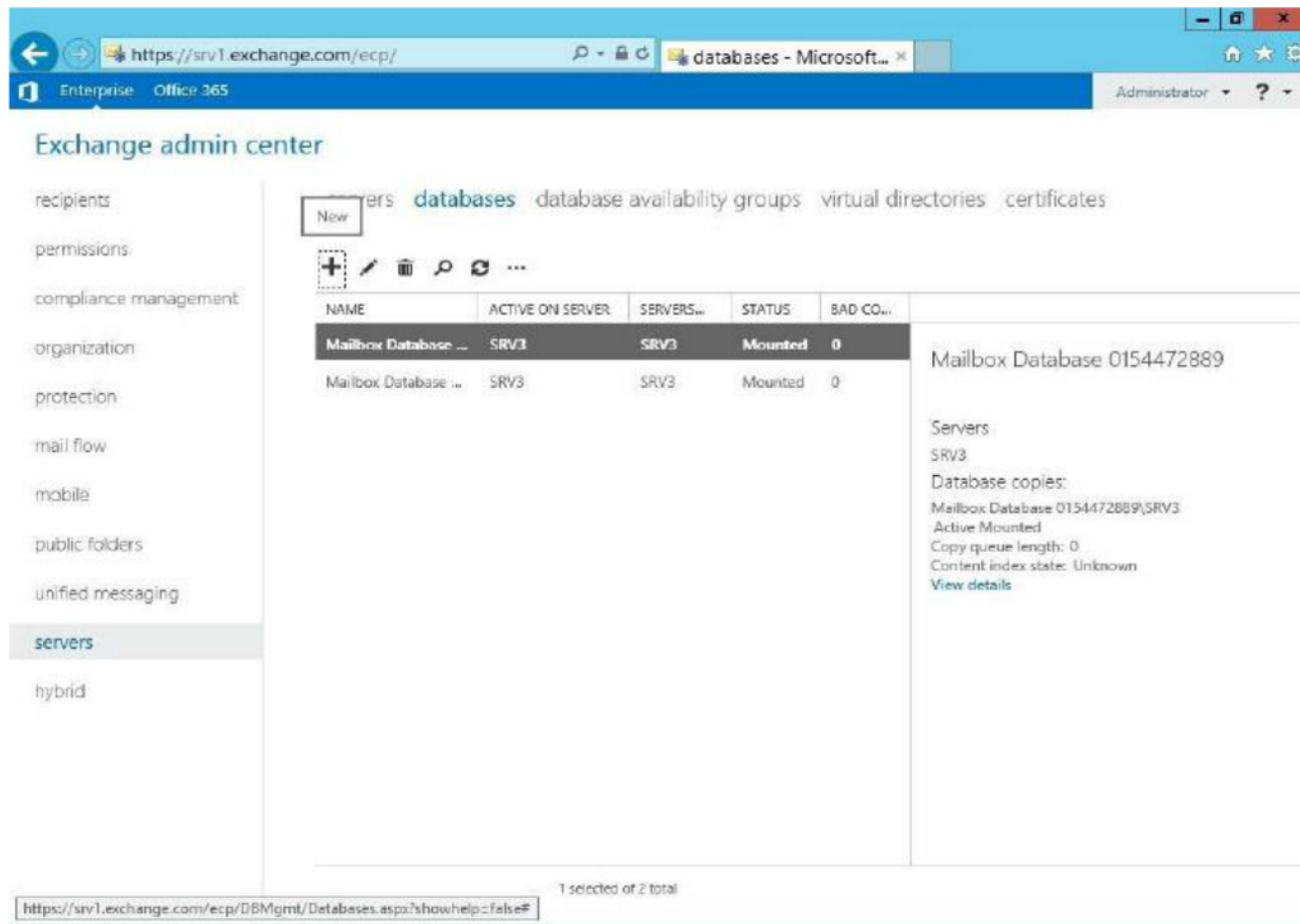


- Enter **User Name and Password**→click **sign in**

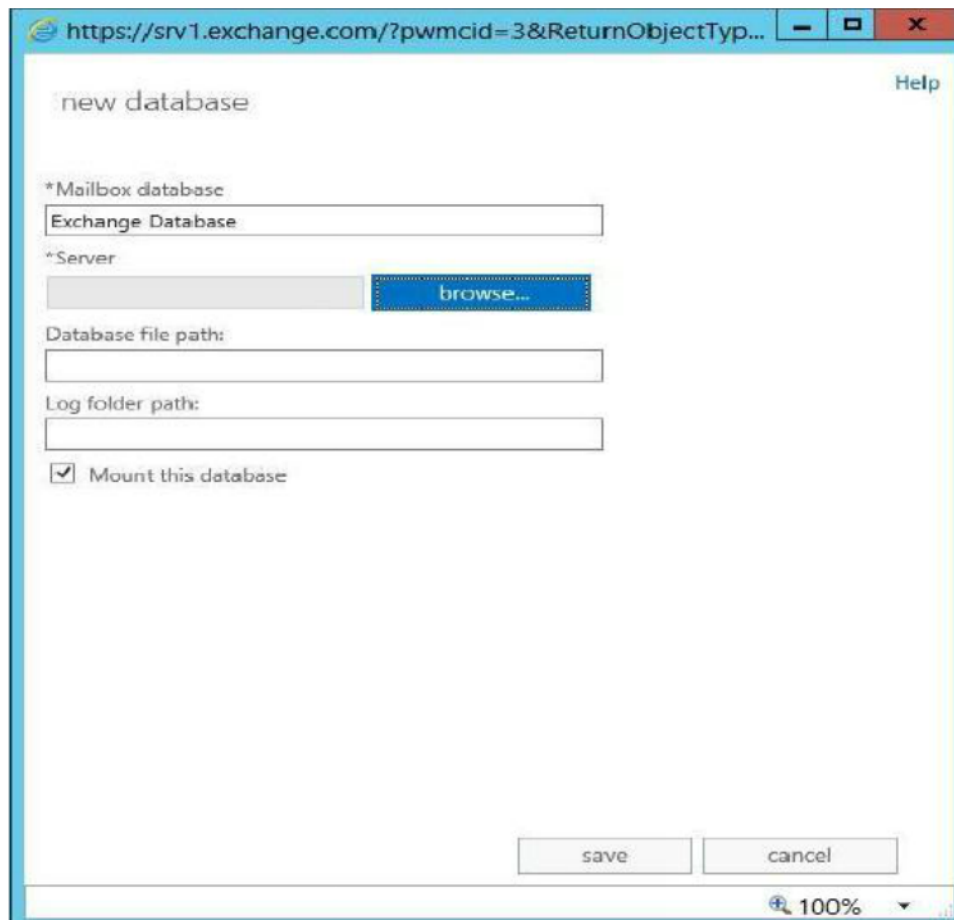




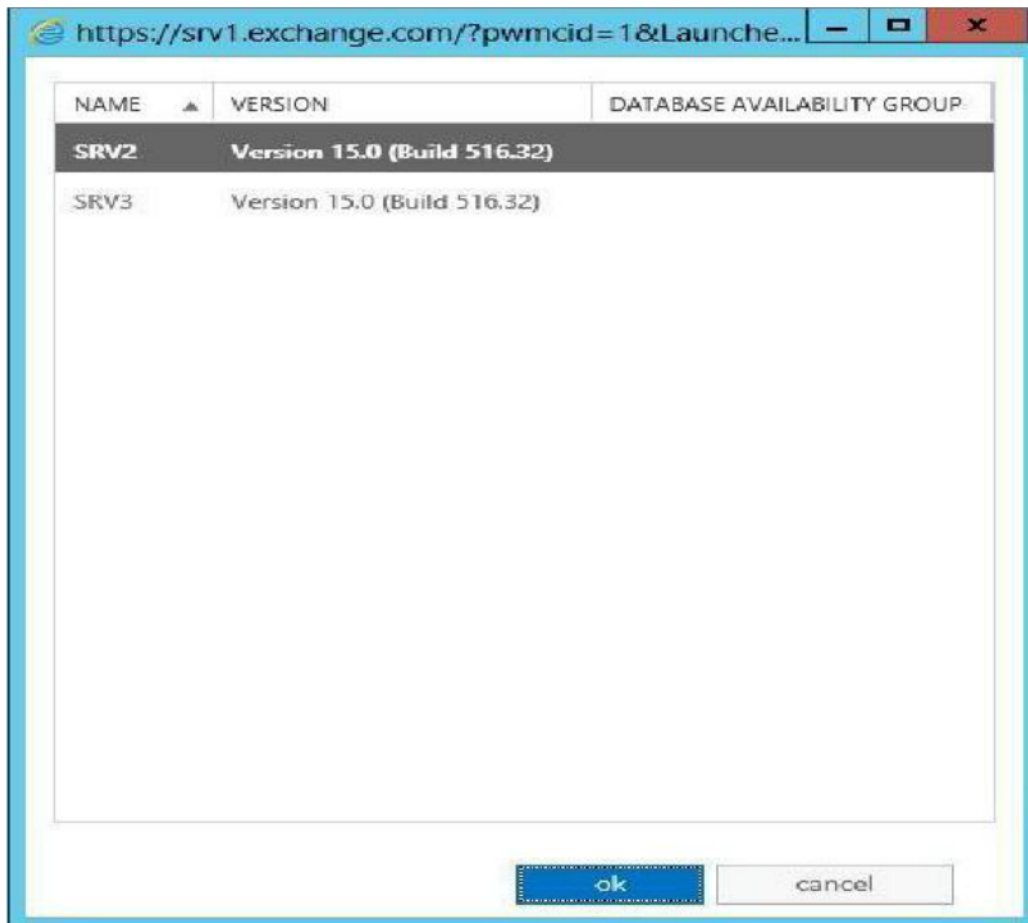
- In **EAC**→Click **Servers Feature**→select **Databases Tab**→click **New(+)**



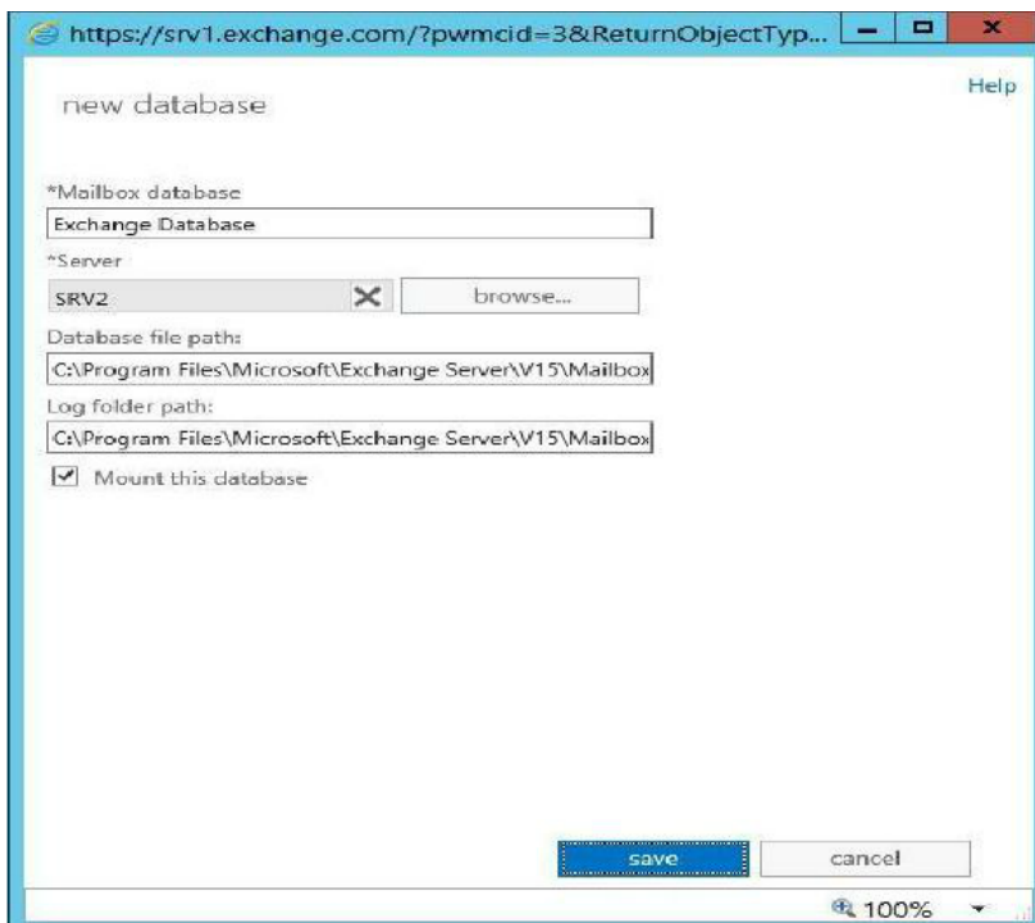
- Enter **Database Name (Ex: Exchange Database)**→click **Browse**



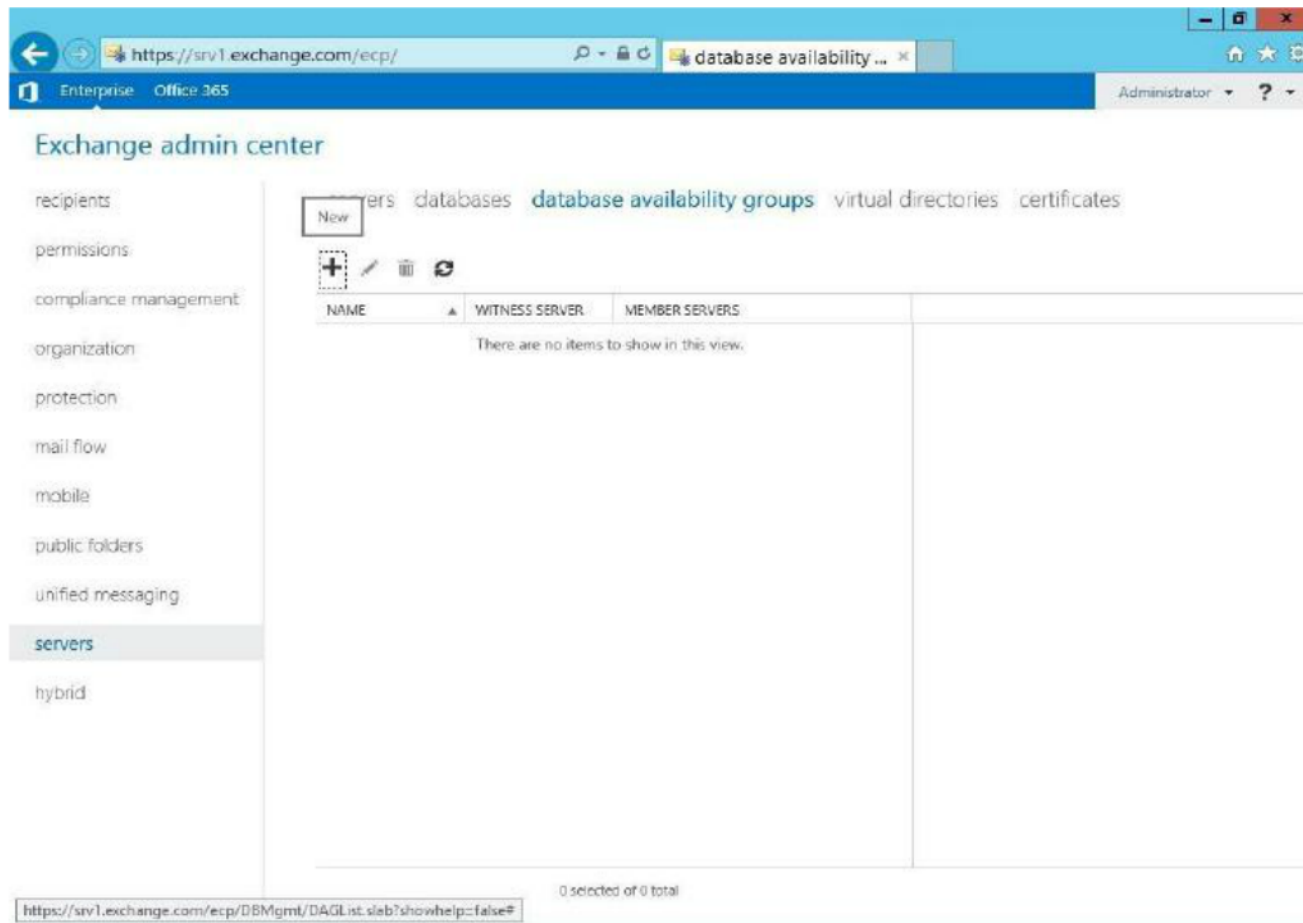
- Select **Mailbox Server (Ex:SRV2)**→click **Ok**



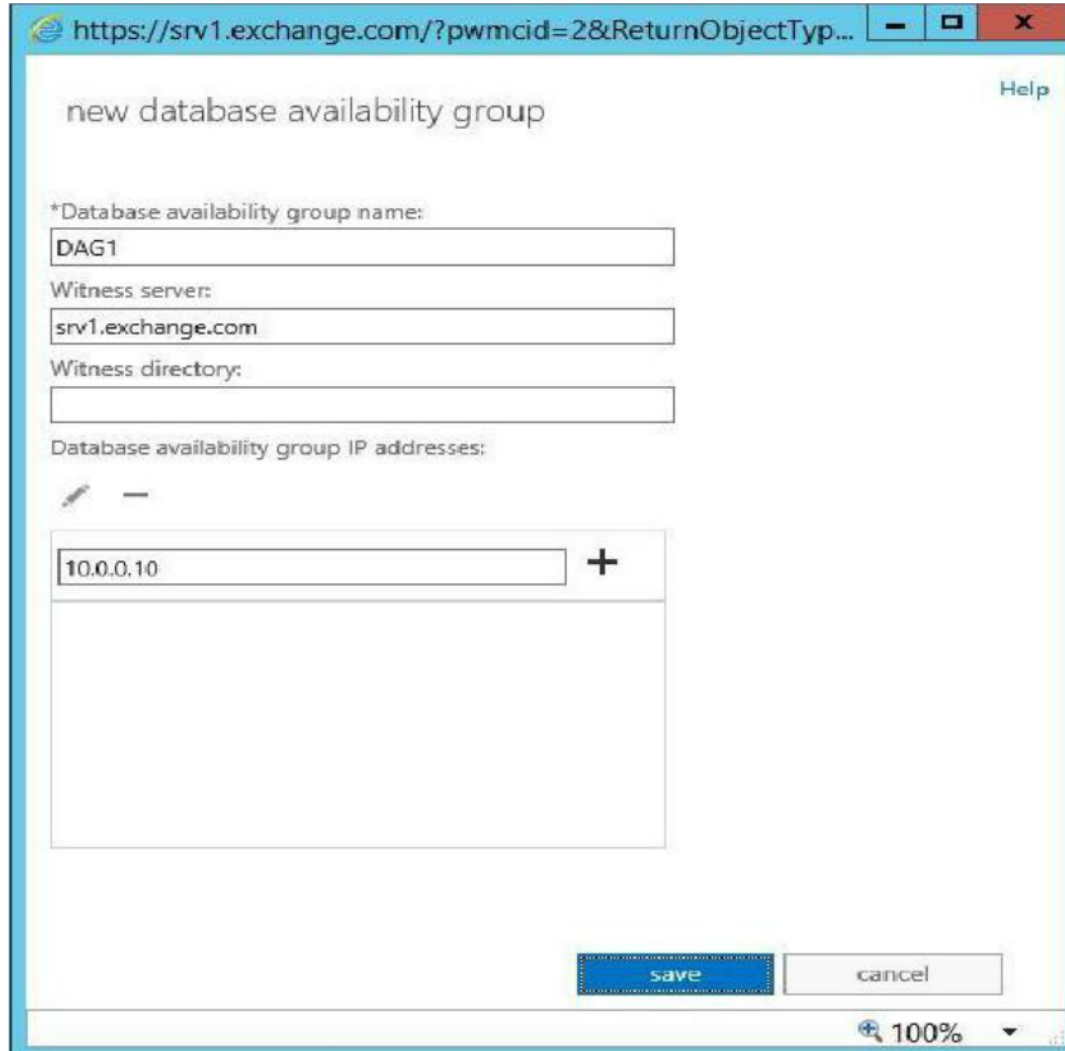
- Click **Save**



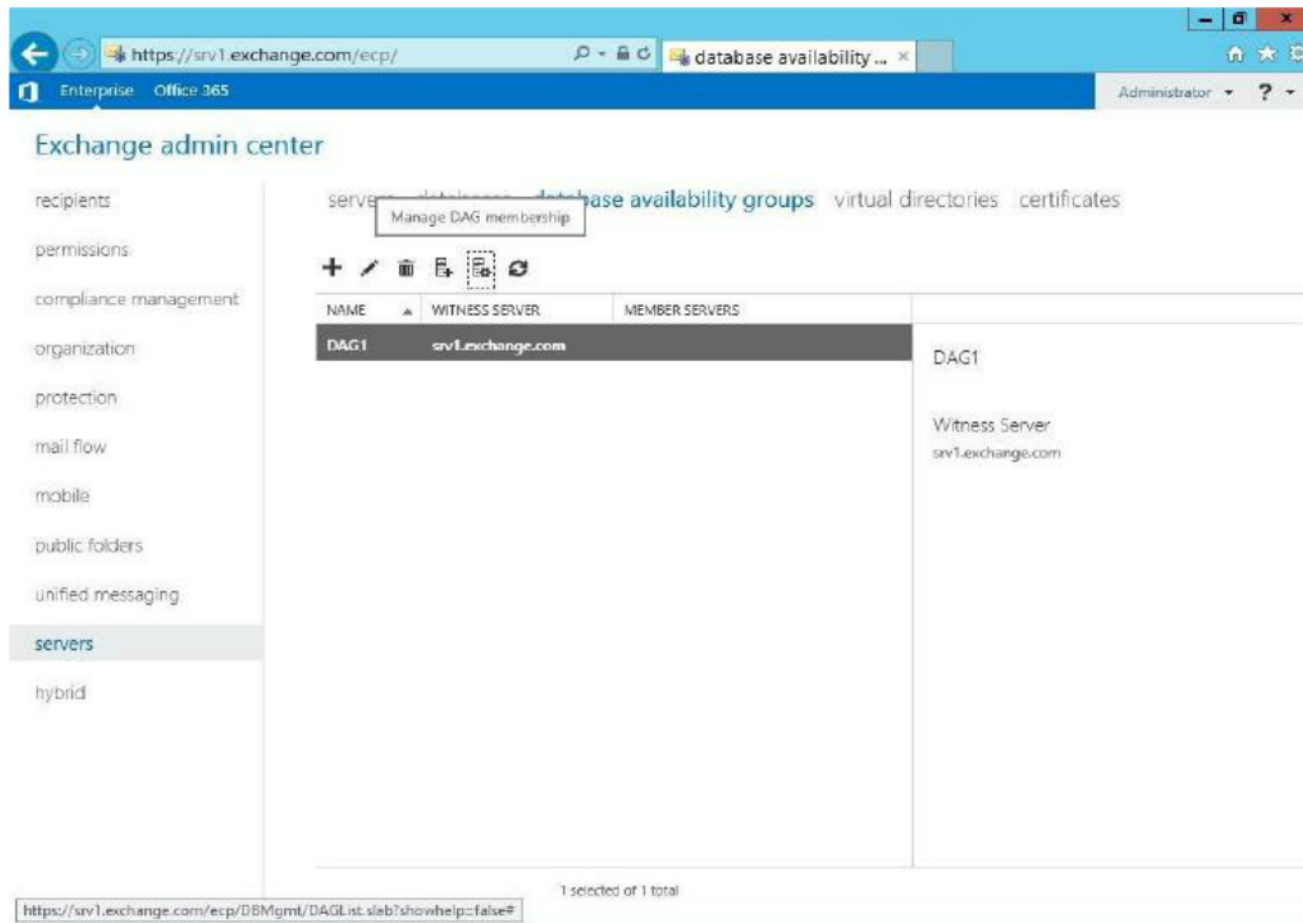
- Select **Database Availability Groups Tab**→click **New**



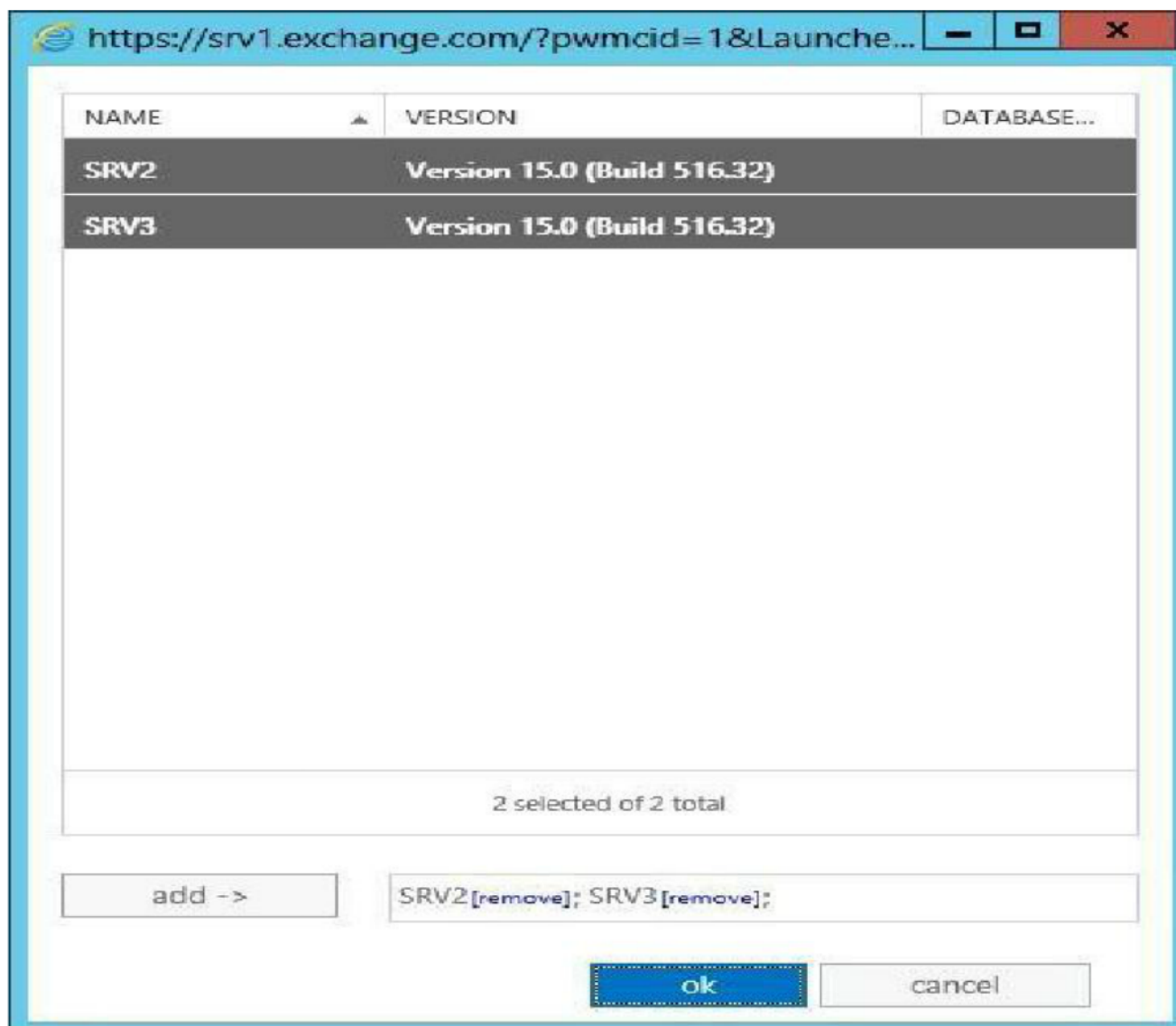
- Enter **DAG** Name (**Ex:DAG1**)→enter **Witness Server Name** (**Ex:srv1.exchange.com**)→enter **DAG IP** (**Ex:10.0.0.10**)→click **Add(+)**→click **Save**



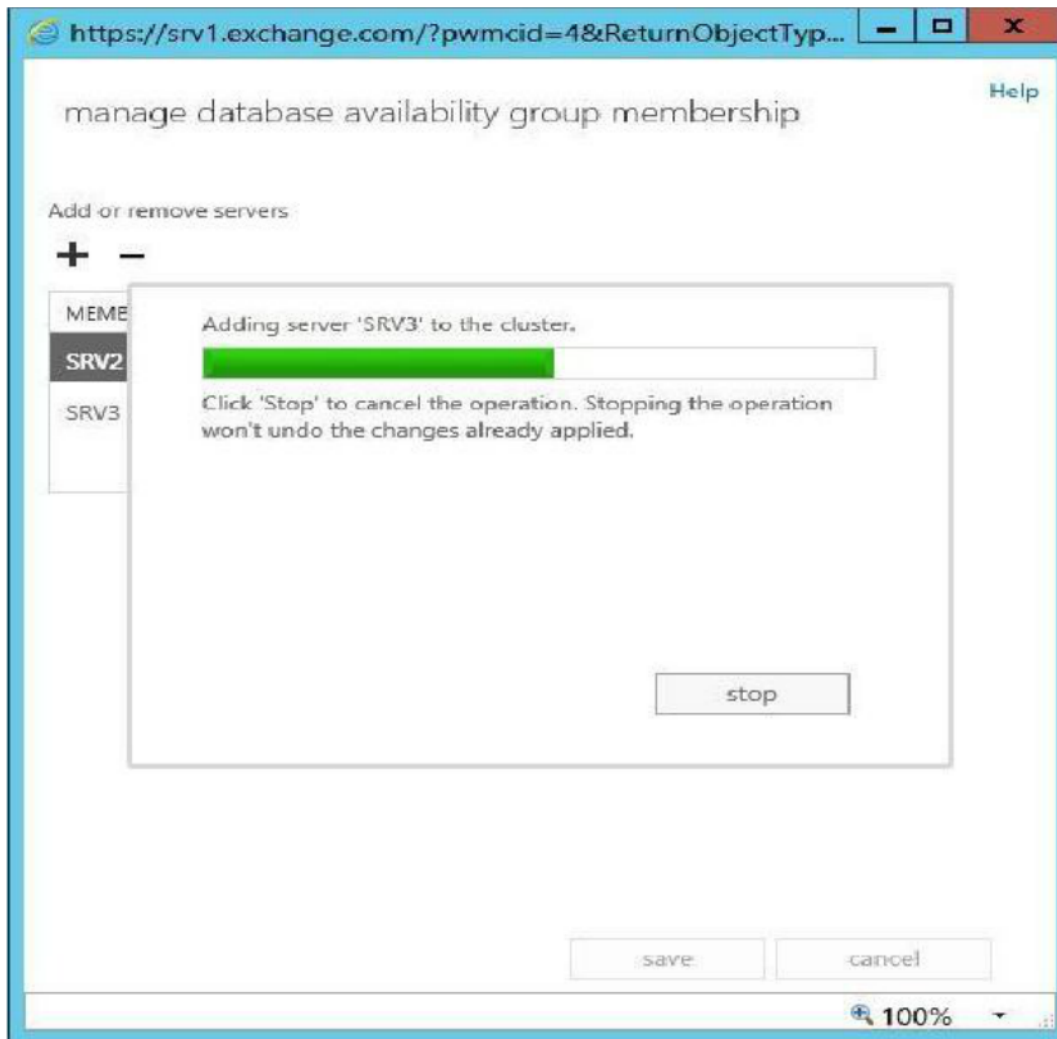
- Click **Manage DAG Membership**



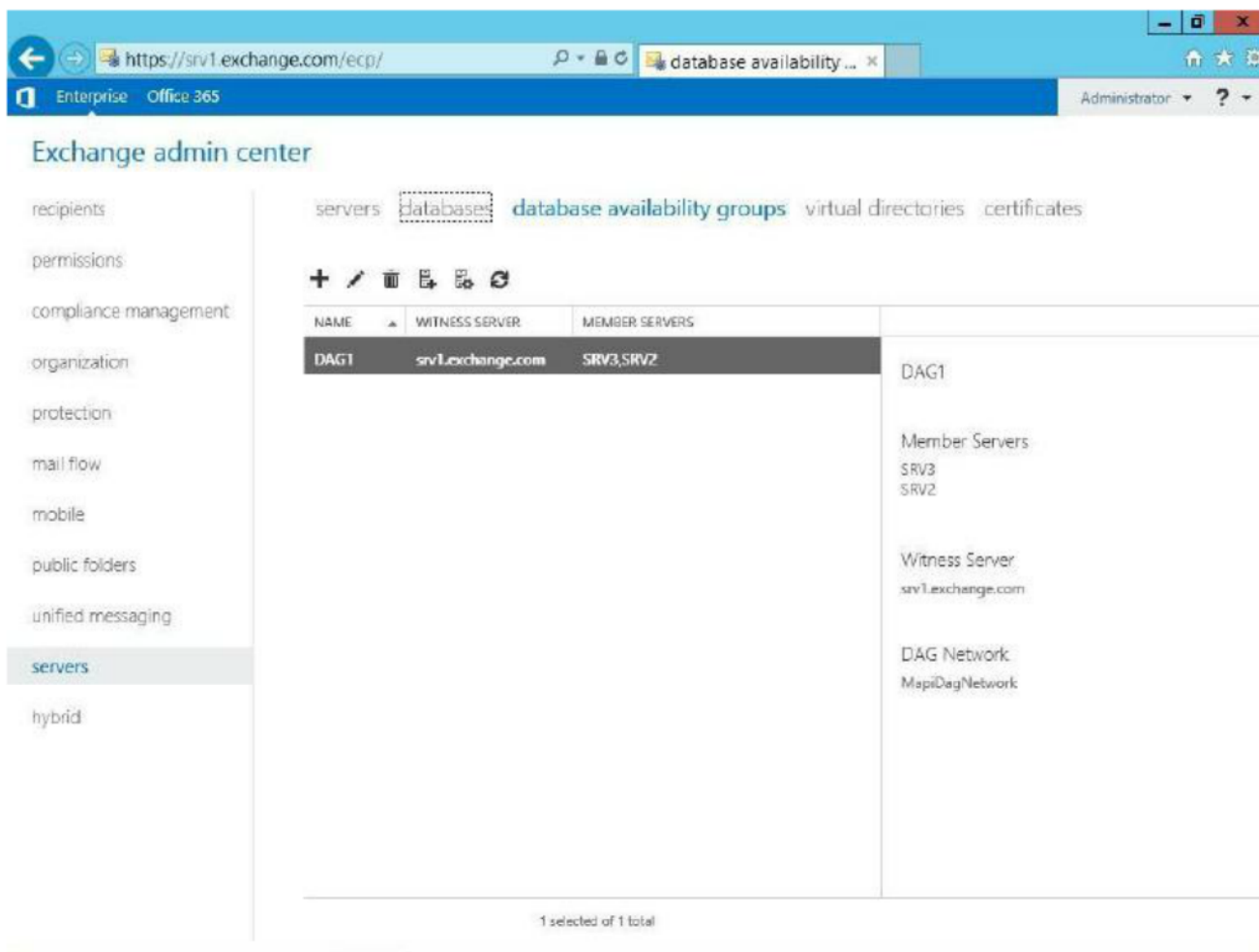
- Select **Mailbox Servers (EX:SRV2,SRV3)**→click **Add**→click **Ok**



- Click **Save**

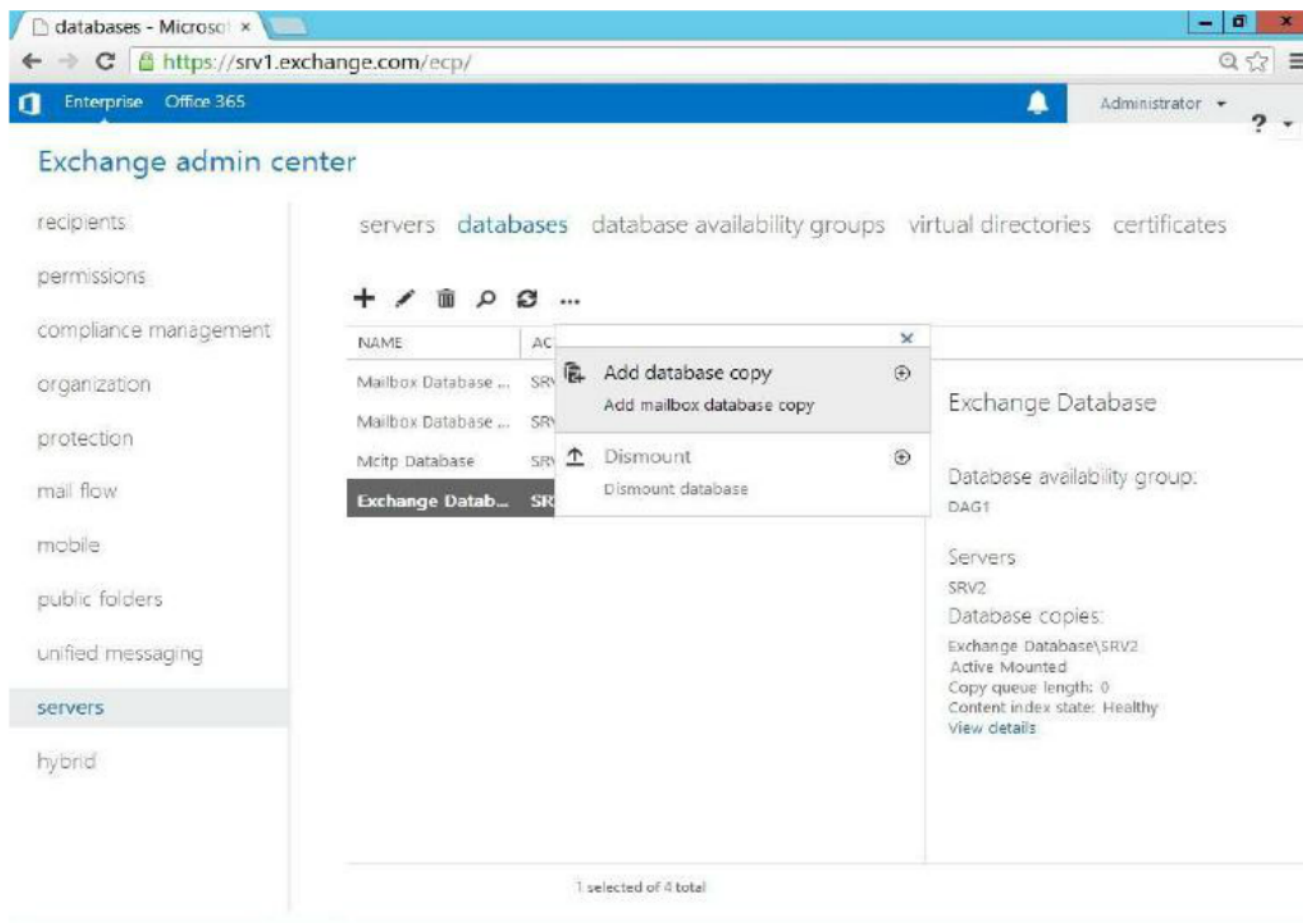


- Click **Databases Tab**

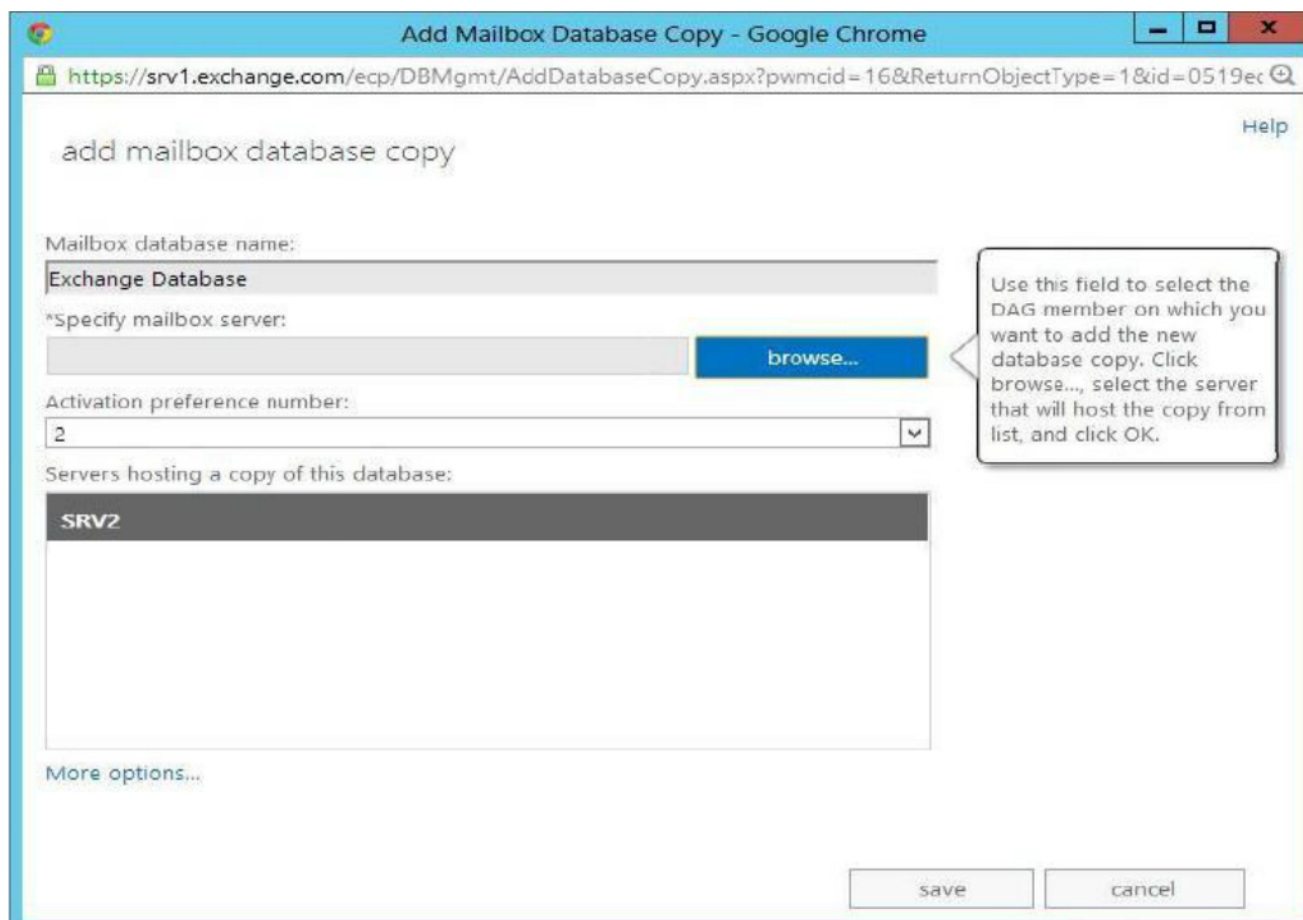




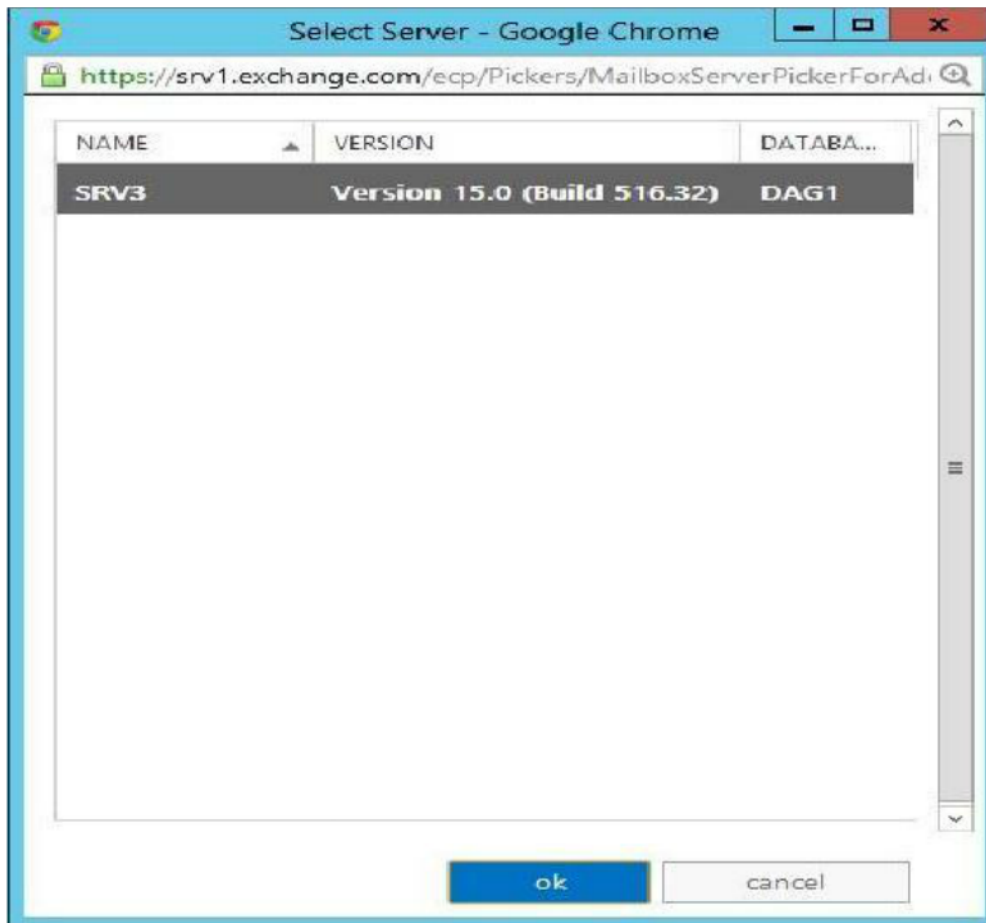
- Select **Database (Ex: Exchange Database)**→click **More**→select **Add Database Copy**



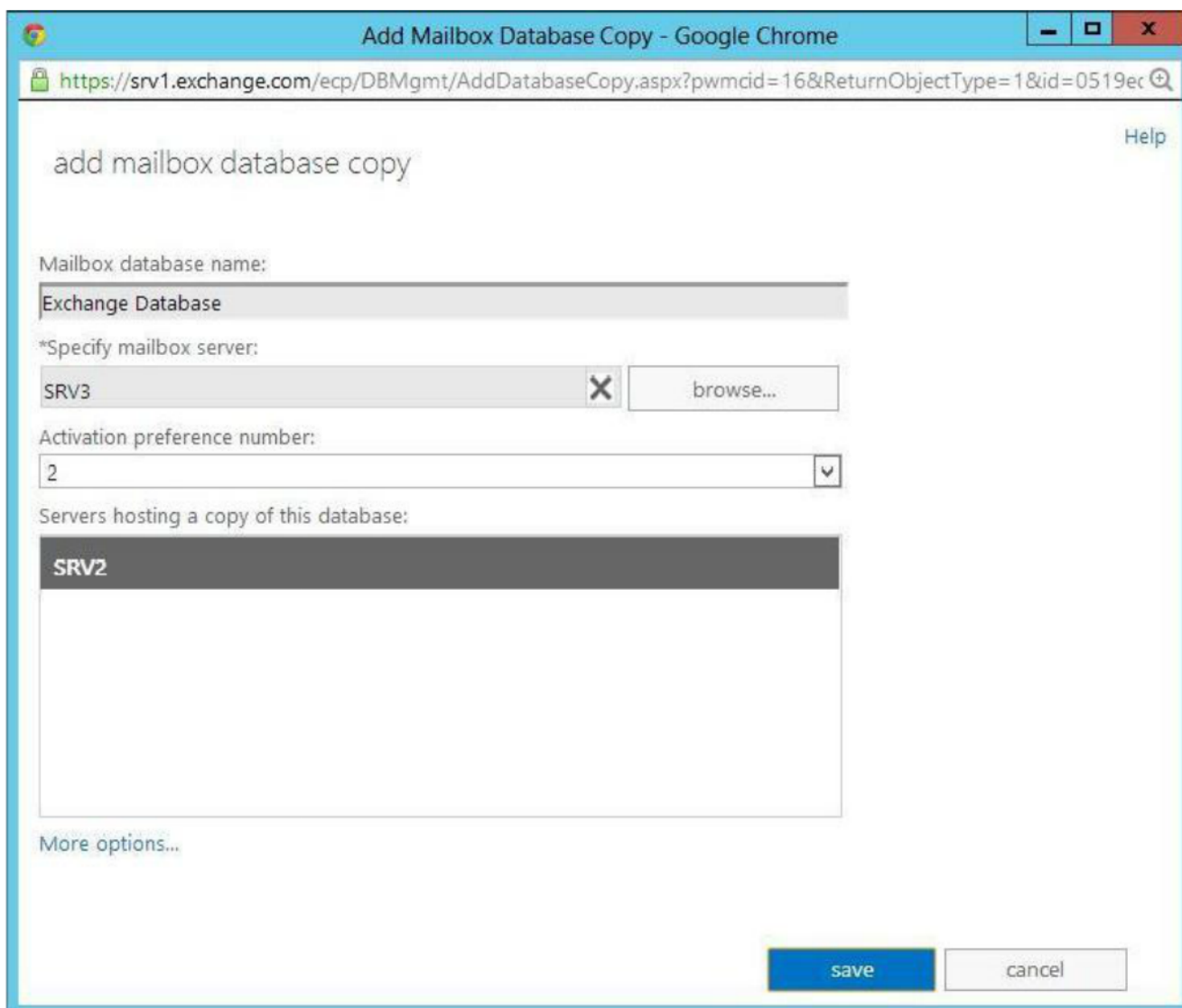
- Click **Browse**



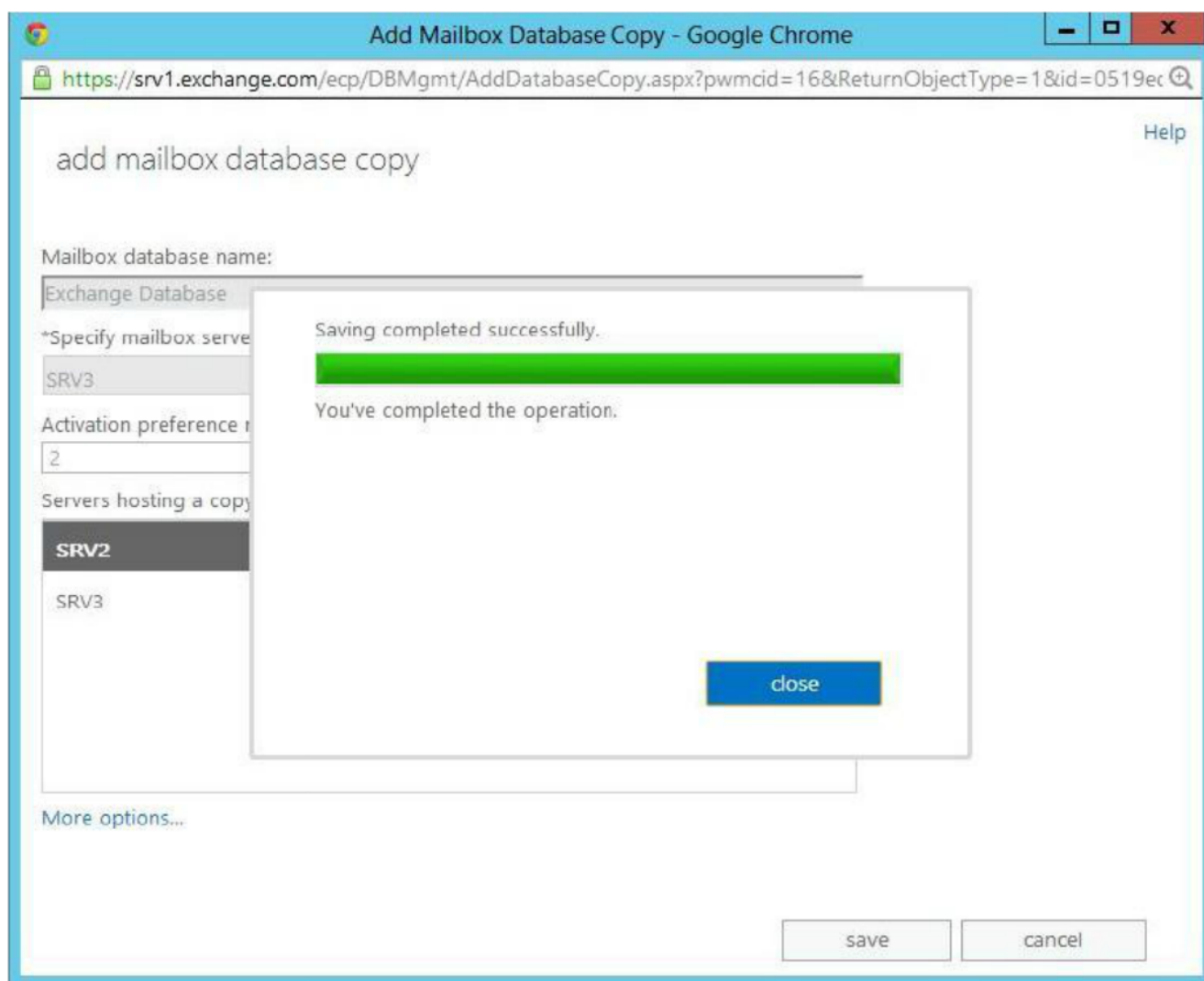
- Select **Mailbox Server (EX:SRV3)**→click **Ok**



- Click **Save**

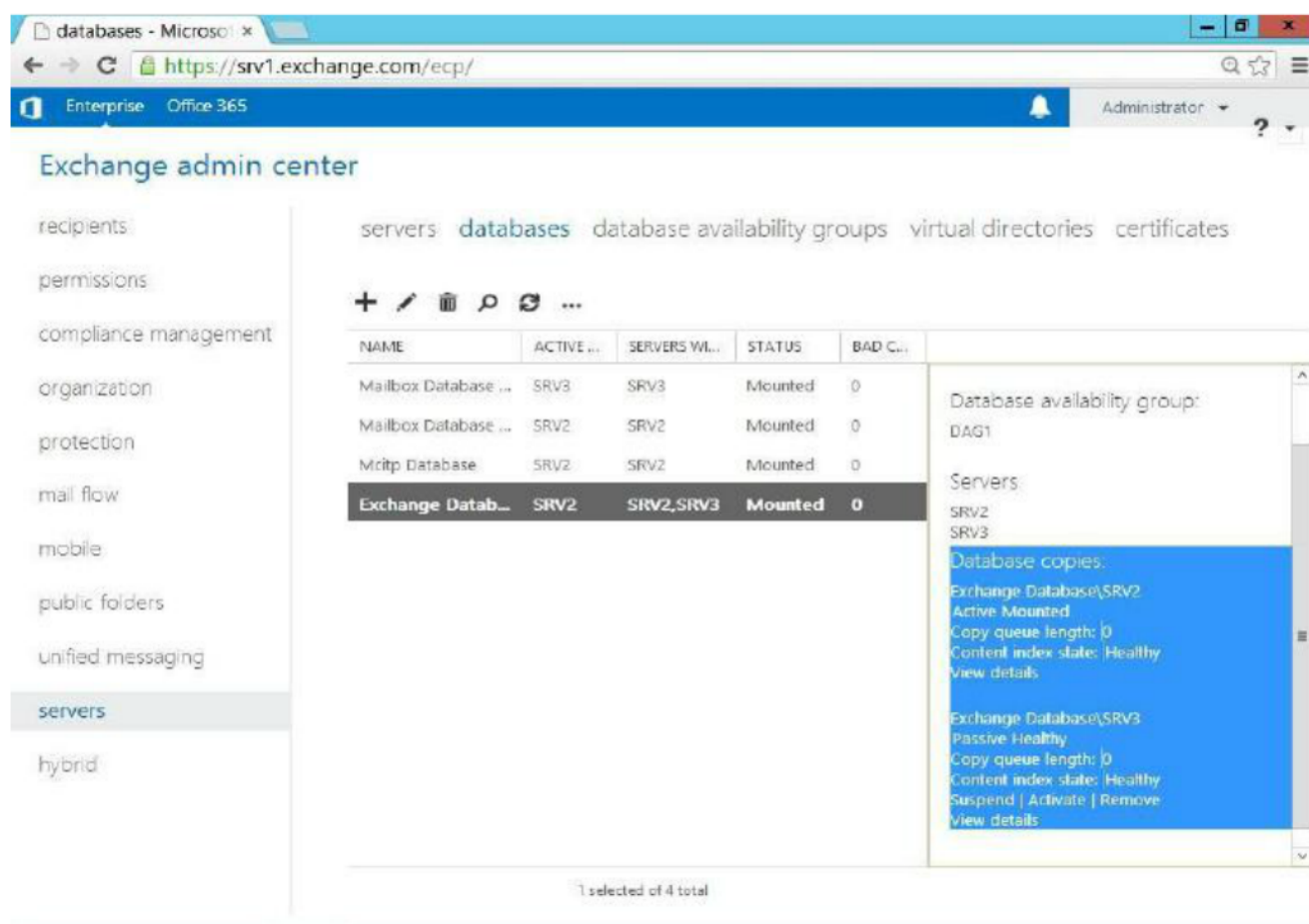


- Click **Close**



#### Verification:

- **Verify the Active and Passive Copies of Exchange Database in Details Pane (EX:SRV2,SRV3)**



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MICROSOFT CERTIFIED SOLUTIONS EXPERT

Practicals in real-time environment. Detailed curriculum with all 5 papers

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**Batches:** Morning: 7.30 or Evening: 6.00

**Fees: ₹ 9,500/-**  
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**Batches:** (Contact the Counselors for the next available batch)

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## MICROSOFT PRIVATE CLOUD

Microsoft Certified Solutions Expert [MCSE] Private Cloud

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## ADVANCED LINUX

**Duration: 2 Weeks | 4 Hrs Per Day** (starts on 15<sup>th</sup> & 30<sup>th</sup> of every month)  
**Batches:** (Contact the Counselors for the next available batch)

**Fees: ₹ 2,500/-**  
+ 14% Service Tax

## CCNA SECURITY

(Pre requisite is CCNA R&S)

CISCO CERTIFIED NETWORK ASSOCIATE - SECURITY

**Duration: 2 Weeks | 4 Hrs Per Day** (starts on 15<sup>th</sup> of every month)

**Batches:** Morning: 7.30 or Evening: 6.00

**Fees: ₹ 7,500/-**  
+ 14% Service Tax

## CCNP SECURITY

(Pre requisite is CCNA Security at ZOOM)

CISCO CERTIFIED NETWORK PROFESSIONAL - SECURITY

**Duration: 2 Weeks | 4 Hrs Per Day** (starts on 30<sup>th</sup> of every month)

**Batches:** Morning: 7.30 or Evening: 6.00

**Fees: ₹ 9,500/-**  
+ 14% Service Tax

## CCIE SECURITY

(Pre requisite is CCNA & CCNP Security at ZOOM)

CISCO CERTIFIED INTERNETWORK - SECURITY

**Duration: 1 Month | 4 Hrs Per Day**

**Batches:** (Contact the Counselors for the next available batch)

**Fees: ₹ 15,500/-**  
+ 14% Service Tax

## VMware vSphere

(Pre requisite is MCSE)

**Duration: 1 Month | 4 Hrs Per Day** (starts on 15<sup>th</sup> of every month)

**Batches:** Morning: 7.30 and Evening: 7.30

**Fees: ₹ 4,950/-**  
+ 14% Service Tax

## VMware vCloud

(Pre requisite is VMware vSphere)

**Duration: 1 Week | 4 Hrs Per Day** (starts on 15<sup>th</sup> of every month)

**Batches:** Morning: 9.30 to 11.30

**Fees: ₹ 2,500/-**  
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  - **Linux**
  - **Advanced Linux**
  - **Ethical Hacking and Countermeasure Expert ([www.us-council.com](http://www.us-council.com))**
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